

Job Description Form	Human Resource Advisor
Work Group:	Corporate Services
Work Unit:	Human Resources and Organisational Development
Reports To:	Executive Manager - Corporate Services
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal Community Controlled Health Services Award 2010 (Cth)</i>
Classification:	Administrative - Grade 5
Approved by CEO:	3 July 2018 (Des Martin)

1. VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

2. MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

3. ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

4. POSITION PURPOSE

The Human Resource Advisor reports to and is directly accountable to the Executive Manager – Corporate Services. This position is responsible for providing the management team, employees' and Member Services of the Aboriginal Health Council of Western Australia (AHCWA) with flexible, timely and effective human resource advisory and strategic services to assist them in meeting their business objectives.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work

Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

5. KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

6. RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
HUMAN RESOURCE ADVICE & MANAGEMENT	<ul style="list-style-type: none"> – Provide consultancy and advisory services to management and employees on HR management issues together with the interpretation of relevant Acts, Regulations, Awards, Industrial Agreements and legislation relevant to HR and the provision of advice on contemporary HR matters. – Where appropriate, provide information and advice on Human Resources Management issues to employees and ensure effective communication with all employees to maintain ethical and transparent working relationships. – Coordinate regular meetings with allocated line managers and provide HR related support to their respective work units on workplace related issues. – In consultation with the Chief Executive Officer, provide advice to management on organisation structural issues. – Facilitate organisational development activities to promote organisational effectiveness and workplace reform. – Source and/or facilitate relevant training programs and information sessions for management and employees on a variety of human resource management issues. – Manage and monitor HR compliance and undertake general HR administrative functions. – Contribute to the development, implementation and revaluation of human resource policies, strategies, procedures and practices which are consistent with the objectives of the AHCWA



	<p>Strategic Plan and based on relevant legislation and contemporary HR management practices.</p> <ul style="list-style-type: none">– Advise, support and coach managers in relation to employee management issues including performance management and disciplinary action.– Assist management to develop and foster a high performing and committed workforce culture that is aligned to the strategic objectives of the organisation.– Assist in monitoring and ensuring organisational legislative compliance in relation to workplace practices.– Advise on HR risk management and legal matters at both organisational level and for individual case management.– Effectively manage challenging workplace issues to reach mutually acceptable outcomes.– Participate in, contribute to and implement quality improvement ideas and principles particularly within the Human Resources area to ensure best practice is observed.– Develop a communications strategy to ensure quality, timely and accurate communication channels between Management and employees and vice versa.– Actively participate in promoting, and contributing to organisational development toward a best practice working environment.– Measure, analyse and report HR metrics to the management team.– Undertake HR project work as directed by the executive management team.– Contribute to AHCWA's workplace culture through the promotion of the organisations Code of Conduct.
MEMBER SUPPORT	<ul style="list-style-type: none">– Provide high quality, flexible advice and support to Member Services in relation to the HR needs of the organisation and in line with legislative requirements and best practice.– Provide customer focused and effective HR advisory and strategic services to Member Services as required to assist them meet their business needs.– Analyse and evaluate the delivery of human resources services and contribute to the development and implementation of solutions to improve and enhance service delivery.– Consult and liaise with other health service providers and external agencies on contemporary human resource issues and strategies.– Liaises with employer associations, unions and relevant government agencies on matters relating to employment conditions of employees or groups as appropriate.

<p>QUALITY MANAGEMENT SYSTEM (QMS)</p>	<ul style="list-style-type: none"> - Actively participate in the organisation's QMS (LogiQC). - Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
<p>OTHER</p>	<ul style="list-style-type: none"> - Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. - Attend and participate in professional development activities including workshops and training as required. - Attend and participate in Employee Development Days. - Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Health and Safety Act (WA) 1984</i>. - Identify and assist to reduce Work Health & Safety hazards and risks. - Follow the reasonable direction of Work Health & Safety representatives.

7. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Tertiary qualifications in Human Resource Management or a related field.
- Previous experience in the provision of generalist human resource activities including knowledge and understanding of relevant standards and legislation.
- An ability to interpret legislation, regulations, Awards and Industrial Agreements together with policy and procedures.
- Demonstrated change management experience and the ability to operate in a complex and challenging divergent environment.
- An ability to interact with management and employees at all levels of the organisation in the resolution of HR issues.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.

- Well-developed organisational and administrative skills, including strong attention to detail and the ability to priorities and control own workload.
- Demonstrated research, analytical and problem solving skills.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
- Demonstrated knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in evaluating organisational and employees' needs.
- Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality.

DESIRABLE:

- Understanding of the challenges and issues including social determinates affecting Aboriginal people's health in contemporary Australian society.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

I certify that I have read and understand the responsibilities assigned to this position.

Name:	
Signature:	
Date:	