

**HUMAN RESOURCE ADVISOR**  
**POSITION & PERSON DESCRIPTION**  
January 2025

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City of  
Norwood  
Payneham  
& St Peters

## POSITION DETAILS

<b>DEPARTMENT:</b>	Chief Executive's Office
<b>UNIT:</b>	Chief Executive's Office
<b>SECTION:</b>	People & Culture
<b>ORGANISATIONAL RELATIONSHIP:</b>	This position reports directly to the Manager, Chief Executive's Office.  The Position is also expected to work in collaboration with all Departments across the organisation.
<b>DIRECT REPORTS:</b>	Nil
<b>AWARD:</b>	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham &amp; St Peters' Municipal Officers Enterprise Agreement</i>
<b>CLASSIFICATION:</b>	General Officer, Level 7
<b>SPECIAL CONDITIONS:</b>	Some out of hour's work may be required.

## POSITION OVERVIEW

The Human Resource Advisor (the Advisor) reports to the Manager, Chief Executive's Office and works alongside the Senior Human Resource Advisor, playing a pivotal role in shaping a positive and productive work environment. This position balances strategic and operational responsibilities to meet the organisation's human resources and culture-related objectives.

A key focus area is strategic workforce planning, involving analyses of current workforce trends, anticipation of future needs and the development of talent, retention and succession planning strategies. Collaborating closely with the Manager, Chief Executive's Office, the Advisor aligns human resources strategies with overarching Council objectives.

The Advisor provides expert guidance to General Managers and Managers on employee relations, ensuring fair and consistent application of Human Resource policies, mediating and resolving conflicts and conducting investigations with appropriate recommendations.

Through performance management, the Advisor designs and supports processes that enhance individual staff development and organisational productivity, providing training for Managers in conducting reviews and addressing performance issues.

The Advisor stays up to date with relevant laws and regulations, ensuring organisational policies are compliant. The Advisor also develops and updates Human Resource policies to reflect changes in legislation and organisational needs, educating General Managers and staff on policy updates.

## KEY RESPONSIBILITIES

### 1. HUMAN RESOURCES

- In conjunction with the Senior Human Resource Advisor, oversee the Council's Human Resource and Equal Opportunity initiatives, ensuring compliance with applicable laws and the implementation of best practices.
- Oversee the end-to-end onboarding and offboarding processes to deliver a seamless employee experience.
- Provide staff with proactive, accurate and solutions-focussed advice on Human Resource policies, procedures, agreements, employment conditions and entitlements.
- Design and deliver targeted training programs to support Managers and supervisors in performance management, including setting clear performance expectations, conducting performance reviews and addressing performance issues effectively.
- Contribute to the development and implementation of succession planning strategies that align with organisational objectives.
- Regularly collect and analyse workforce data to identify trends and provide actionable insights for continuous improvement.
- Assist in the resolution of employee relations and general Human Resource issues, including proactively addressing concerns and assisting with investigations, as required.
- Assist with the implementation and delivery of an annual Reward & Recognition program.
- Assist in the optimisation of the Human Resource systems, ensuring streamlined processes and enhanced efficiency.
- Assist in the management and promotion of the Employee Assistance Program, ensuring staff have access to necessary support services.
- Monitor and ensure compliance with relevant laws, regulations and best practices withing the Human Resource domain.
- Provide timely and comprehensive updates to the Manager, Chief Executive's Office, on all employee matters.

### Performance Indicators

- Deliver accurate, timely reports and actionable insights to the Manager, Chief Executive's Office.
- Provide proactive, accurate and solution-oriented advice to all staff, ensuring high-quality support.
- Enhance efficiency and effectiveness of Human Resource processes through the optimisation of systems and workflows.
- Maintain legal compliance by staying informed about relevant laws and regulations and integrating changes into organisational practices.
- Ensure accurate documentation and maintain meticulous records in accordance with best practices.

### 2. REHABILITATION

- Coordinate the Councils Return-to-Work responsibilities.
- Monitor the Councils Injury Management process and provide detailed reports to the Manager, Chief Executive's Office.
- Ensure that the Council's Injury Management & Return-to-Work Policy remains current and compliant with the *Return-to-Work Act* and other relevant Legislation.

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**3. INDUSTRIAL RELATIONS**

- Interpret and provide advice to the Manager, Chief Executive's Office and other staff as required on employment related Legislation and Awards.
- Maintain all relevant Employment Agreements.
- Assist in the negotiation on matters associated with Enterprise Agreements, Awards and Legislation, including the negotiation of Enterprise Bargaining Agreements.
- Provide advice to the Manager, Chief Executive's Office, the Chief Executive Officer and General Manager's on matters associated with employee disputes.
- Coordinate Enterprise Bargaining Negotiation Committees and provide advice and research associated to the Manager, Chief Executive's Office, Management and staff, as requested.

**SELECTION CRITERIA**

**ESSENTIAL CRITERIA**

**Qualifications and/or Experience:**

- Three to five years' experience in the field of Human Resources or similar discipline.
- Postgraduate qualifications and/or relevant experience in Human Resource Management, Behavioural Psychology, or related field will be highly regarded.
- Demonstrated experience in interpretation of industrial instruments, recruitment and selection and Return-to-Work processes.
- A current driver's licence.

**Knowledge:**

- An excellent working knowledge of the *Local Government Act 1999*, relevant Awards and Enterprise Agreements including the *South Australian Municipal Salaried Officers Award* and the *Local Government Employees Award; Fair Work Act (SA) 1994, Return to Work Act 2014; Child Safety (Prohibited Person) Act 2017; Equal Employment Opportunity Act 1987; Children & Young People (Safety) Act 2017* and relevant regulations, codes, standards and guidelines.
- Sound knowledge of the principles of Human Resource Management and Change Management and the ability to implement these principles.
- Comprehensive understanding of the State and Federal Industrial Relations legislation and Equal Employment Opportunity requirements.
- A strong understanding of general Human Resource practices, policies and procedures.

**Skills:**

- Proven ability to interpret and apply legislative and statutory requirements in workplace scenarios.
- Expertise in policy and procedure development, including the ability to design and map workplace processes.
- Highly effective interpersonal skills and ability to build rapport and maintain productive relationships with all levels of management and staff.
- Sound judgement and discretion in handling and maintaining sensitive and confidential information.
- Strong organisational and time management skills, with the ability to balance and prioritise competing priorities effectively.
- Advanced problem solving, negotiation and influencing skills.
- Strong research and analytical skills, with the ability to present findings clearly and concisely.

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- Excellent written and verbal communication skills, including data interpretation, report writing, delivering presentations, coaching and dispute resolution.

### **Experience:**

- Demonstrated experience in Human Resources and Injury Management.
- Proven experience in developing policies and procedures for Human Resources.

### **Personal Attributes:**

- Political awareness and knowledge of Local Government.
- Ability to work collaboratively with individuals from diverse backgrounds and professional disciplines.
- Demonstrated ability in the interpretation and application of legislative and statutory requirements.
- Initiative, leadership and resilience in setting directions and achieving organisational outcomes.
- Ability to work autonomously while contributing effectively within a small team environment.

## **DESIRABLE CRITERIA**

### **Qualifications and/or Experience:**

- Additional qualifications or certifications in workplace investigations, mediation or change management.
- Experience in the Local Government sector or similar regulatory environment.

### **Knowledge:**

- Familiarity with contemporary trends in HR technology and systems, including HRIS platforms and digital/analytic tools.
- Understanding of workforce planning and analytics to inform decision-making.

### **Skills:**

- Demonstrated ability to manage complex industrial relations matters, including union negotiations.
- Experience in implementing workplace diversity and inclusion initiatives.
- Ability to mentor junior staff and lead small teams to achieve objectives.

## **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- *Department of Human Services (DHS) Working With Children Clearance and Aged Care Sector Employment Check Clearance Check*
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

## **WORK HEALTH & SAFETY RESPONSIBILITIES**

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
  - take reasonable care of your own health and safety; and
  - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
  - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
  - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - maintain their workplace in a tidy and safe condition;
  - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
  - Sun Smart UVR (induction)
  - Hazardous Chemicals Awareness (induction)
  - Drugs & Alcohol Awareness (induction)
  - Environmental Hazards General Awareness (induction)
  - Hazardous Manual Tasks Awareness (induction)
  - Fatigue Awareness (annual)
- In addition to your obligations listed above, you are responsible for, and will be held accountable for, maintaining a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
  - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
  - ensuring adherence to WHS policies and procedures within your sphere of control;
  - maintaining a basic awareness of safety issues within your respective area;
  - providing all workers (staff, contractors and visitors), who are required to enter an area under your control, a safety induction prior to commencing work;
  - coordinating and participating in, local WHS consultation processes;
  - constantly reviewing working procedures and practices within your area of responsibility;
  - ensuring all plant, machinery and equipment is properly maintained;
  - identifying, assessing and controlling hazards and WHS risks; and
  - providing data related to local WHS performance as required.

**ORGANISATIONAL VALUES**

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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**AGREEMENT**

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position.

**APPROVED BY:**

**READ & AGREED TO BY:**

\_\_\_\_\_  
Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**Insert Name of Incumbent.**  
**HUMAN RESOURCE ADVISOR**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

