

Position Description

Job title:	HR Advisor
Reporting to:	HR Manager
Department:	Human Resources
Location:	Administration Office, St Lucia

Purpose of the Position

The HR Advisor is responsible for providing expert guidance and support on a wide range of human resources functions, including recruitment, employee relations, performance management, and policy development. The role serves as a key point of contact for employees and managers, ensuring that HR processes are effectively implemented and aligned with organizational objectives. The HR Advisor plays a critical role in fostering a positive work environment, promoting compliance with labour laws, and contributing to the development of a high-performing and engaged workforce.

Key Responsibilities

- Leading, developing and supporting an organisational culture of positivity, accountability and success aligned with organisational values
- Management of attraction and end-to-end recruitment process ensuring it meets industry best practice including posting job ads, creating interview guides, screening candidates, booking interviews, conducting interviews and reference checks.
- In conjunction with people leaders, ensure the delivery of employee career plans and learning and development activities
- Design, develop, and deliver comprehensive staff and people leader training programs to enhance employee skills and leadership capabilities, fostering a culture of continuous learning and professional growth
- Grievance and performance management support for managers and supervisors
- Lead thorough, impartial investigations into workplace complaints, allegations of misconduct, or violations of company policies, including gathering evidence, interviewing witnesses, assessing the credibility of claims, and documenting findings in a clear, accurate, and objective manner
- Generating employment contracts and variations to employment and other employment related documentation
- Oversight of the planning and the delivery of all staff social and team events
- Reviewing and advising on HR policies and processes across the business to drive best practice and ensure compliance with company procedures, policies and employment legislation
- Ensure efficient management of document control administration to support the seamless flow of critical information within the organization
- Design and implement of frameworks to receive and respond to staff feedback, improve internal staff communications, and enhance the employee experience
- Build strong working relationships based on credibility and open communication
- Provide professional, business-focused HR service to internal stakeholders to identify and deliver effective workforce solutions
- Deliver key HR projects aligned to operational plans and corporate strategy
- In collaboration with WHS Advisor, management of all employee workplace incidents and work injury claims, and facilitate and oversee rehabilitation and return-to-work programs for injured workers

Essential Qualifications

- Tertiary qualification in Human Resources or relevant work experience

Essential Experience and Skills

- Minimum of 3 years' experience in a HR generalist role
- Demonstrated ability to exercise discretion with confidential information
- Demonstrated capacity to build working relationships and communicate effectively with internal and external stakeholders
- Demonstrated ability to support business leaders in performance management and grievance resolutions activities
- Demonstrated effective conflict management and resolution skills
- Demonstrated ability to critically evaluate workforce obstacles to recommend solutions
- Proven ability to effectively and creatively challenge people, situations and current thinking
- Demonstrated current knowledge and understanding of Industrial Relations
- Demonstrated ability to manage multiple tasks within set deadlines
- Demonstrated experience in the coordination of events
- Excellent active listening, negotiation and presentation skills

Essential Behavioural Competencies

- Passion for continuous learning and professional development
- Ability to develop meaningful relationships with internal and external stakeholders
- Demonstrated ability to create positive experience with customers, clients and colleagues
- Support, listen to, encourage, and collaborate with colleagues
- Consistent drive to take ownership of the position, plan and organise to deliver on promises
- Champion innovation and embrace change for continuous improvement
- Be a respectful and reliable team member
- Align behaviour with the UQ Sport values and guiding principles

Essential Health and Safety Responsibilities

- Adopting safe work practices
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Ensuring your behaviour does not pose a risk to the health and safety of any person and does not interfere with or misuse materials, equipment or property.
- Participating in meetings, training and other health and safety activities