



Position Description

Position Title:	Employment Relations & HR Advisor
FTE:	100%
Location:	L3, 183 North Quay, Brisbane
Position reports to:	Manager, Employment Relations
Position supervises:	0

Purpose of Position:

The purpose of this role is to maintain best practice procedures across the HR/ER/ WHS spectrum and to also make available procedures to members for their business.

Objectives and Competencies

- Monitor the wellbeing of Growcom employees
 - Maintain a stable HR Framework
 - Support of a company culture based on the six core values;
 - Respect
 - Proactive
 - Collaborative
 - Innovative
 - Sustainable
 - People
 - Coordinate people-related services for members of Growcom, and provide assistance and advice to managers and Growcom members on ER/HR issues.
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Responsibilities

Employment Relations Advisor (membership service)

- Providing members with general verbal and written guidance on all aspects of the employment relationship including rates of pay, disciplinary procedures, termination of employment, superannuation, workers' compensation and workplace health and safety.
 - Assistance in creating and negotiating/lodging enterprise agreements
 - Assist in the development, implementation and modification of manuals, guidelines, policies and products Growcom offers to its members
 - Provide general advice on the Fair Work Act and other associated legislation, Awards, employment agreements, and policies to members.
 - Build the referral relationship with Copeland Law for any issues that require more than general advice and interpretation, or require legal representation/advice
 - Maintain and update information service via development of Fact Sheets, written articles, case studies, web content and the like including the development of the WE Newsletter (6 times per year)
 - Manage products within the Growcom online shop ensuring information is accurate, update as needed.
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- Human Resources**
- Maintain policy and procedures and identify opportunities for improvement and resolve problems, through control of HR manual
 - Maintain an in-house employee training system that addresses company training needs
 - Member of interview panel, of all recruitment in the business and coordinator of recruitment administration.
 - Manage the ER/HR budget
 - Lead the internal staff communication to foster regional engagement and inclusion by regular phone meetings and regional visits as required.
 - Attend training when available and required, to keep abreast of current trends and issues within the HR/ER sector
 - Control point for HR Sharepoint file management

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- Fair Farms**
- Deliver the Fair Farms Training and Certification program as a member of the Fair Farms IT Operations team
 - Participate in weekly operations meetings
 - Deliver training when required
 - Analyse TNA results and provide feedback to participants if required
 - Assist in development of database requirements

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- Organisational responsibilities**
- Communicate and act in ways that are consistent with the organisation's culture and values.
 - Support and promote the work of the organisation, maintaining a positive image of the organisation in accordance with the level of position.
 - Apply and uphold the principles of a respectful, inclusive and diverse workplace, free from discrimination, harassment or bullying.
 - Comply with the organisation's policies, code of conduct, procedures and practices, external funding body requirements and legislation.

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- Policies and Procedures**
- Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required.
 - Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organization
 - Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
 - Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy

Qualifications:

Tertiary education in HR, Law, Business, Employee/Industrial Relations or a related discipline

Experience, Skills and Knowledge:

1. Minimum 3 years' experience
 2. Comprehensive understanding and knowledge of Fair Work Act and Modern Awards and other industrial instruments
 3. Knowledge of regulatory requirements for Australian Industrial Relations Framework
 4. Demonstrated experience in establishing relationships with key stakeholders
 5. Ability to provide clear and accurate verbal and written advice on IR matters.
 6. Strong verbal communication and 'people' skills and the ability to liaise professionally with a variety of members and clients.
 7. Ability to cooperate with, influence and gain support from other staff.
 8. Strong general administrative knowledge and writing skills.
 9. Well-organised with excellent time-management skills.
 10. Strong understanding of office word and database applications.
 11. Highly motivated and willing to take responsibility for own work.
 12. Ability to work with minimal supervision and direction.
 13. Ability to be self motivated, analytically and logically solve problems
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Conditions of Employment:

- A three month qualifying period applies to all new incumbents.
 - Salary packaging is available.
 - Brisbane office based
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Additional Requirements:

The (prospective) employee will be required to:

1. Maintain a current Queensland driver's licence.
 2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
 3. Be flexible in work hours at times to meet the reasonable demands of this position.
 4. Be willing to undertake travel as may be required with the position.
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Signatures:

The employee's signature indicates:

- That the employee has read, understood and accepted this Position Description.
- That the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

Employee:

Name: _____

Signed: _____

Date: _____

Manager:

Name: _____

Signed: _____

Date: _____