



Exceptional learning and care

Position Description

Position Title: Human Resources Consultant

Reporting To: Chief Operations Officer

Date: February 2019

Primary Objective

The Human Resources Consultant ensures that Integricare delivers excellent service by supporting managers to maintain an engaged, growing and supported work force. Services will have sufficient staff who are appropriately qualified and supported in a safe environment where their development is supported policy, practice and investment of Integricare.

Key responsibilities

Safety

Model safe work practice and advocate principles of behaviourally based safety.
Support the identification and rectification of risk to safety of children, staff and visitors.
Support the implementation of Behavioural Based Safety.
Support the operation of Integricare as a *childsafes* organisation.

Performance Culture

Operate as an approachable contact for employees to enquire about policy, procedure and expectations of Integricare Mission, Vision and Values.
Providing a sounding board and point of advice for employees with grievances
Support early resolution of grievances through investigating complaints and supporting mediation where necessary.
Assist managers during investigations and provide advice in the management of grievances, poor performance and misconduct.
Support managers in disciplinary processes.

Recruitment

Draft employment advertisements and post to appropriate media.
Manage communication with candidates to ensure a positive candidate experience.
Support service managers in culling and selection of applicants.
Ensure consistent and robust selection.
Oversee creation of employment contracts.

Workers Compensation

Advise injured workers on claims process.
Support injured workers to attend medical appointments where possible.
Manage claims and claims administration.

Be first point of contact for employee enquiries.
Support return to work activity.

Policy

Ensure existing HR policies are concise, relevant and pragmatic.
Support the creation and implementation of new policy.
Review policy at appropriate intervals.

Employee Relations

Maintain knowledge of awards and IR developments.
Provide advice to employees regarding employment conditions.
Assist in the negotiation of Enterprise Agreements.
Manage responses to action undertaken by employees and their representatives in a variety of arenas.

Payroll

Support Payroll officer in award interpretation and maintaining employee database.
Provide insight in responding to pay enquiries.
Provide leave cover for payroll if required.
Generate regular and ad hoc reports.

Organisational Culture

Organise employee events and other activities which support a positive and collegiate workplace culture.
Support employee induction.
Oversee the enaction and response to employee surveys.

Training and Development

Administer skills based training and professional development training that impacts large numbers of employees.
Act as a champion for new skills initiatives.
Oversee trainees.
Maintain a portfolio of trusted training providers and specific courses targeted at particular needs.

Key Competencies

Knowledge of recruitment and selection activity and ability to partner with stakeholders to identify and attract potential candidates.
Capacity to apply a wide range of contemporary HR practices to a diverse employee group.
Working knowledge of workplace health and safety programs.
Ability to design and deliver training to small groups and to present to larger groups.
Strong capacity to work closely with stakeholders to understand and manage expectations and outcomes.
Working knowledge of NSW workers compensation system.
Capacity to support line managers in investigations and performance management processes.
Demonstrated ability to quickly acquire and apply knowledge of new systems and concepts.

Key Attributes

Qualifications in a relevant field (HR/IR, Psychology, Business)

Current Working with Children Check

Current NSW Driver's License.

Ability to actively support the Christian mission of Integricare.