

POSITION DESCRIPTION



Position title: HR Advisor (fixed term)

Reports to: HR Manager

Group: People & Performance

Unit: Human Resources

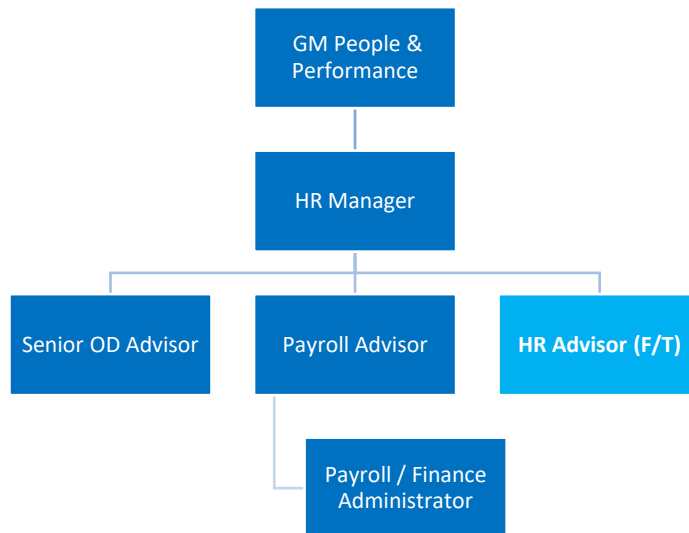
Revision: 08/2024

Date: 23 August 2024

Purpose

To provide timely and effective recruitment management and generalist HR advice across the organisation. To contribute to the seamless delivery of Human Resource and Organisational Development processes and initiatives, and manage and enhance HR operational systems and processes to ensure an excellent employee experience.

Reporting Structure



Resource Accountabilities

Staff numbers Nil

Operating Budget Nil

Capital Budget Nil

Expense Authority Level 4 of DFA

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
Recruitment	<ul style="list-style-type: none"> • Manage the online recruitment system and process. • Guide managers through the most appropriate recruitment process. • Develop and maintain advertisements, position descriptions, interview questions and other documentation. • Coach and guide managers before, during and after interviews. 	<ul style="list-style-type: none"> • Compliance with WEL policies, procedures and relevant legislation • Compliance with agreed deadlines and work time table
HR Operations	<ul style="list-style-type: none"> • Manage and provide the HR administration function. • Set up and maintain employee records in the HRIS, electronic records management and physical files. • Prepare reporting and information for monthly and other reports as requested. 	<ul style="list-style-type: none"> • Filing, data and reporting is current and accurate
HR Advice	<ul style="list-style-type: none"> • Provide managers with effective advice on employee relations, benefits, policies, and practices - ensuring escalation of higher level queries when necessary. • Educate managers in HR practices to ensure compliance with relevant legislation and policies. 	<ul style="list-style-type: none"> • Advice given ensures business acts in good faith and meets legislative responsibilities at all times • Managers are sufficiently knowledgeable and competent with respect to HR management practice • Escalation of issues when appropriate

	<ul style="list-style-type: none"> • Raise the capability of managers through advising, coaching, influencing and support in effective HR practice. 	
Organisational Development (OD)	<ul style="list-style-type: none"> • Work with the Senior OD Advisor to deliver and implement OD initiatives and programmes. • Support and improve OD processes, including training, development, diversity, inclusion, engagement and wellbeing. 	<ul style="list-style-type: none"> • OD support is given to help the successful deliver of initiatives and programmes
Continuous Improvement	<ul style="list-style-type: none"> • Work within the HR team to deliver aspects of HR processes such as Induction, Performance Management and wellbeing activities. • Work with the HR team to review and improve HR practices. • Contribute to the development of effective HR policies and procedures – ensuring they meet legal and HR best practice. 	<ul style="list-style-type: none"> • Appropriate HR Operational support given to support team needs • Processes are reviewed for effectiveness and improvements implemented
Remuneration	<ul style="list-style-type: none"> • Provide administrative and coordination support for the annual salary review processes. 	<ul style="list-style-type: none"> • Accuracy and currency of information • Adherence to agreed timelines
Performance Management	<ul style="list-style-type: none"> • Support the HR Manager to respond to any issues identified. • Coach Managers to effectively address performance concerns. 	<ul style="list-style-type: none"> • Strong performance is consistently recognised and rewarded • Poor performance is addressed proactively, consistently and within WEL's processes and wider legislative requirements

Wellbeing	<ul style="list-style-type: none"> • Support the Senior OD Advisor in delivery of the WEL Balanced programme. • Create and deliver initiatives that will enhance the physical and mental wellbeing of our employees. 	<ul style="list-style-type: none"> • The employee experience is optimised for WEL staff • Help the organisation to achieve a healthy work/life balance
Team support	<ul style="list-style-type: none"> • Support the HR Manager in delivery of the HR programme. • Support Senior OD Advisor in L&D activities and other activities as required. • Support the Payroll Advisor in setting up new employees in SAP and providing accurate information regarding changes to employee remuneration and other conditions of employment. • Model exemplary behaviours, ethics and values. 	<ul style="list-style-type: none"> • Performance against Team KPI's • HR support is delivered professionally and consistently across the business in a timely and effective manner • WEL is seen as a great place to work where continuous improvement is the norm • WEL's values are championed across the business
To participate and contribute to projects	<ul style="list-style-type: none"> • Undertake special projects for WEL when required. • Undertake continuous improvement projects as and when required. 	<ul style="list-style-type: none"> • Achievement of agreed project measures
Targeting "Best in Safety"	<ul style="list-style-type: none"> • Promotion of good safety management practices. • Participation in safety and wellness activities. • Being a safety leader. 	<ul style="list-style-type: none"> • WEL's health and safety policies and procedures are adhered to at all times
To work in and promote a 'Best in Service' attitude to all endeavours	<ul style="list-style-type: none"> • Engage within the business and with community / external stakeholders in a way that supports 'Best in Service', always. 	<ul style="list-style-type: none"> • WEL's reputation is enhanced in the community • You are known for your excellent customer service

Person Specification

QUALIFICATIONS	ESSENTIAL	<ul style="list-style-type: none"> • Relevant tertiary level qualification
	DESIRABLE	<ul style="list-style-type: none"> • Specialisation in recruitment
EXPERIENCE	ESSENTIAL	<ul style="list-style-type: none"> • 3+ years working in a Human Resources environment including current experience in recruitment or employment relations • Ability to interpret legislation and employment agreements, together with policy and procedure
	DESIRABLE	<ul style="list-style-type: none"> • Experience assisting with organisational development and / or learning and development activities
ROLE SPECIFIC COMPETENCIES	<ul style="list-style-type: none"> • High levels of personal integrity, confidentiality and EQ • Talented and energetic with a positive outlook and the ability to build strong relationships across a wide range of people • Competent knowledge and understanding of the Employment Relations Act and other employment related legislation • A strong consultative and collaborative approach that ensures solutions are appropriate to the business • Broad knowledge and understanding of key HR interventions, systems and legislation • Highly developed written and oral communication, ability to present and facilitate • High levels of accuracy and consistent quality • Ability to set priorities and to efficiently plan and allocate time. Manages workload, appointments and activities to enable completion of tasks • Influencing others in order to get their support or take a desired course of action 	

Our Purpose

Enabling our *communities to thrive*

Our Vision

To create and support an *innovative and sustainable energy future*

Best in Service

So we have the *trust of our community*



Best in Safety

Every Day - *Home Safe*



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.