



Position Description

Position Identification			
Position Title:	Human Resources Advisor		
Direct Reports	0	Indirect Reports:	0
Position Number: (from HRIS)	2224	Effective Date:	December 2021
Location:	Hybrid model – remote = % and Office (Merri Central and other sites as required) = %		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Merri Health Enterprise Agreement <ul style="list-style-type: none"> Management & Administrative Officer, Grade 3 		
Organisational Context			
Divisional:	Impact		
Program:	Human Resources	Unit: Human Resources – Experience	
Organisational Chart	<pre> graph TD CIO[Chief Impact Officer] --> OHS[OHS & Compliance] CIO --> HRBP_Exp[HRBP - Experience] CIO --> HRBP_Ops[HRBP - Operations] HRBP_Exp --> HR_Adv[HR Advisor] HRBP_Ops --> Payroll[Payroll] HRBP_Ops --> Admin[Administration] </pre>		
Position Summary			
<p>The HR Advisor is responsible for providing accurate and timely employee relations, and project advice and support to managers, employees and HR Business Partner Experience (HRBPE). The HR Advisor will work with the HRBPE in supporting the Service Delivery (Healthy Communities, Family & Community and Aged & Primary Care) Divisional workforce across all people aspects, and working closely with the HR Team and other leaders on organisational-wide responsibilities.</p> <p>In partnership with the business the HR Team is responsible for continuing to develop a positive organisational culture, aligned to our values and which fosters accountability, innovation and continuous improvement</p>			
Position Accountabilities			



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<p>Responsibilities</p>	<p>HR Advisor</p> <ul style="list-style-type: none">• Develop understanding of stakeholder needs and support the implementation of HR strategies to meet those needs.• Provide timely day to day HR advice and support to the Service Delivery Leadership Group and employees on, job design, recruitment, employee relations, performance management, remuneration and benefits, conflict resolution, change management and diversity.• Ensure the organization is compliant and has a sound understanding of the legislation, policies, processes and authorities.• Lead the investigation and resolution of standard grievances and performance issues as required by the Service Delivery Division's.• Support the HR Leadership team with design and implementation of initiatives to develop culture aligned with organisational purpose, promise, values, strategic directions, and increase the engagement of employees within the Service Delivery Division's, including survey action plans.• Support research, development and implementation of key cultural initiatives, including innovative models, complementary manager training and tools.• Work with relevant managers to develop workplans for their service area in alignment with Employee Engagement Survey Results. Support system upgrades, auditing, evaluation and enhancements of the systems and adhoc projects as required. <p>Learning & Development:</p> <ul style="list-style-type: none">• Support the implementation, monitoring and reporting on learning & development Strategic Plan.• Design and deliver various learning methods such as e-learning courses, workshops and other trainings (e.g. coaching, career pipeline, blended learning, Merri Talks online training) meet organisational needs• Support the coordination of annual staff and leadership development programs.• Coordinate registrations, venue bookings (including setup and closedown), catering, trainee packs, equipment and resource requirements are managed for each session. <p>Student Coordination</p> <ul style="list-style-type: none">• Support the implementation, monitoring and reporting on Student Coordination program.• Act as the Merri Health contact point for Field Educators within the tertiary institutions with respect to student placements.• Establish the student placement capacity and coordinate target numbers with the service units on an annual basis.• Support the negotiation and maintenance of placement agreements with field educators.• Administer the online student placement booking system (PlaceRight).• Respond to student placement enquiries and re-direct to the appropriate Service Unit as required.• Maintain an up-to-date central register of student placements across the organisation including on-boarding and compliance documents.• Coordinate invoicing for completed placements.
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	<p>Volunteers</p> <ul style="list-style-type: none">• Support the implementation, monitoring and reporting on Volunteer program and strategic plan.• Act as the Merri Health contact point for volunteers with respect to new opportunities.• Coordinate volunteer on-boarding, induction and compliance requirements (registrations, checks and learning & development etc)• Support the development and implementation of volunteer programs• Respond to Volunteer enquiries.• Maintain an up-to-date central register of volunteers across the organisation including on-boarding and compliance documents. <p>HR Team</p> <ul style="list-style-type: none">• In conjunction with the HRBPE, review, develop, implement and monitor internal policies, guidelines, procedures and processes which provide an effective, consistent and timely delivery of HR services to the organisation.• Provide periodic support for the HR Operations functions in their absence, as required.• Actively participate in the HR Action plan and delivery on organisational-wide initiatives.• Undertake other duties as reasonably directed by the HRBPE and Chief Impact Officer in line with the incumbent's skill and experience. <p>Other Duties</p> <ul style="list-style-type: none">• Support staff in the implementation of the Program and Merri Health's Strategic Plan.• Actively participate towards team outcomes, ensuring targets and funding requirements are met, and good external relationships are maintained.• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none">• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none">• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes.• Sound upper limb joints, with the ability to withstand repetitive upper limb activity.• May be required to occasionally lift and carry items weighing up to 10kgs. <p>Quality & Risk</p> <ul style="list-style-type: none">• Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required.• Understand and implement accreditation standards that apply to team and organisation.



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	<ul style="list-style-type: none"> • Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements. • Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
Key selection criteria	
Essential	<ul style="list-style-type: none"> • Tertiary qualifications in HR or a related discipline; • Minimum two (2) years' experience in a similar HR Generalist role • Solid understanding of industrial legislation; • Ability to establish productive working relationships at all levels of an organization and with key external stakeholders; • Strong communication skills with a proven ability to positively influence through effective mediation, facilitation and negotiation; • Intermediate-Advanced MS Office and HRIS skills; • Certificate in TAA or TAE and/or training facilitation skills; • Good interpersonal skills with the ability to communicate with all level of employees; • Flexible and able to embrace and respond effectively to change.
Desirable	<ul style="list-style-type: none"> • Experience in the Health or community services industry is highly desirable; • Experience in working with iChris or other similar HRIS, Learning Management Systems and training software; • Experience coordinating student and learning and development programs; • Post graduate qualifications in HRM or other related discipline.
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • International Police check, if required • Statutory declaration • Immunisation category C • Right to work in Australia • Drivers Licence