

Position Description - HR Advisor (Employee Relations)

Role:	HR Advisor (Employee Relations)
Reports To:	Director of Human Resources
Employment Type:	Part Time (0.6 FTE - 0.8 FTE - flexible around the successful candidate's availability)
Award Pay Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at 214 Nicholson Street, Footscray (some travel to other sites in Victoria required; the ASRC offers Flexible Working Arrangements, including the ability to work remotely)

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. The ASRC provides a range of direct services as well as participating in law reform, campaigning and lobbying.

Human Resources Team

The ASRC recognises that its people are at the heart of the ASRC movement and are key to delivering the range of services for people seeking asylum. The Human Resources team's primary responsibility is to support its people, overseeing the employee lifecycle from end to end. The HR team supports all staff to perform at their best, and to ensure the highest quality of service for the ASRC's key stakeholders; people seeking refuge and asylum in Australia.

The HR Team manages four key areas:

1. Recruitment and Employer Branding
2. Onboarding, Orientation and Exiting
3. Performance & Grievance Management and Team Development
4. Wellbeing and Safety

The Role

The HR Advisor (Employee Relations) will provide advice and support to all members of staff on workplace relations matters. The role will be hands-on in effectively managing workplace grievances, including coaching managers through performance management processes, conducting end to end workplace investigations and advising on industrial relations matters.

The HR Advisor (Employee Relations) is a newly created position, focused on the development of organisational understanding and application of best practice workplace relations processes. The role will include coaching and development for the successful candidate in order for them to progress in their role.

This role will support the development of and facilitate training for key stakeholders and provide day to day coaching on workplace relations matters. The HR Advisor (Employee Relations) will be instrumental in ensuring the ASRC meets all industrial and regulatory requirements by ensuring they remain up to date on changes in legislation impacting the workforce.

The HR Advisor (Employee Relations) will play an active role in supporting the entire ASRC team at all ASRC sites. This role offers autonomy to build on current foundational Policies and Processes, as well as the opportunity to develop and learn within a supportive and experienced human resources team.

Specific Duties

The Employee Relations Advisor will be responsible for undertaking the following duties:

- Be actively involved in individual training and development to strengthen experience in ER/IR matters and processes
- Provide timely advice, coaching and support to leaders, and staff members on workplace relations matters, including modern awards, Fair Work legislation and Policy interpretation;
- Conduct thorough and well documented internal investigations for grievance matters and mediation meetings as required;
- Represent the ASRC at the Fair Work Commission, at relevant conciliations or with union representatives as required;
- Assist in the review and maintenance of HR policies and procedures to ensure best practice and compliance with industrial obligations;
- Development and facilitation of relevant training and workshops for ASRC leaders;
- Partner with the Learning & Development team to facilitate performance and development focused workshops for the ASRC workforce;

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- Provide monthly reports to the HR Director on grievance metrics, with a focus on identifying trends to inform future initiatives and development;
- Develop meaningful relationships with key stakeholders to empower leaders in the areas of performance improvement, providing feedback and facilitating meaningful or courageous conversations, with the goal of leading a culture of accountability and high performance;
- Monitor changes or development in relevant legislation, regulations and standards;
- Monitor compliance with organisational policies and procedures pursuant to state and federal legislative requirements.

Strategic Plan

- Develop and implement an organization wide performance review and development plan initiative that fits within the current ASRC strategic goals and aligns with ASRC Values
- Partner and collaborate with all members of the HR team to support and enable achievement of strategic goals

Selection Criteria

- Professional experience in general Human Resources, including some experience in Employee Relations matters
- Tertiary qualification in human resources, law, workplace relations or similar experience/related tertiary qualifications
- Some experience in managing employee grievance issues, including maintaining up to date knowledge of the industrial relations sector and implementing current best practice
- Ability to interpret and apply workplace relations legislation and modern award interpretation
- Ability to facilitate in-house mediations, investigations and effectively resolve employee disputes
- Experience managing union and union delegate relationships
- Employee relations experience commensurate with an ability to think logically, strategically and translate this into practical operational outcomes that include analysing and explaining the risk profile
- Exemplary attention to detail, demonstrated in written, verbal and presentation skills