



## HR Advisor

### ORGANISATIONAL CONTEXT

Facility	N/A	Location:	Corporate Office
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At OneCare more than 2000 people choose to be part of a caring, supportive, vibrant community across Tasmania. We are a leading not-for-profit aged care provider that has been delivering residential aged care, independent living and home care for over 40 years. We are committed to maintaining safe, quality care for our residents and are extremely proud of the diversity of services and experiences we offer.

### POSITION PURPOSE

The HR Advisor is responsible for providing accurate and timely HR advice, support and consultancy services to managers and employees in the delivery of organisational strategic objectives.

This role has a generalist focus managing all aspects of Human Resources including (but not limited to): Performance Management, Recruitment and selection, Workers Compensation, Coaching and Mentoring, Remuneration, Risk Management, Learning and Development, Policy Development, and HR Reporting.

### POSITION DETAILS

Reports To	HR Consultant		
Direct Reports	Nil		
Key Contacts	<b>Internal Stakeholders</b> <ul style="list-style-type: none"><li>• HR Team</li><li>• Corporate Rostering</li><li>• Precinct and Service Managers</li><li>• Corporate Services</li><li>• OneCare Employees</li></ul>	<b>External Stakeholders</b> <ul style="list-style-type: none"><li>• Unions and other industrial Organisations</li><li>• Relevant Peak bodies related to Aged Care and Human Resources</li><li>• WorkSafe Tasmania</li><li>• Workers Compensation Insurers and other relevant stakeholders</li><li>• IR Consultant and Legal Representatives</li></ul>	
Position Status	Full Time or Part Time		
Industrial Instrument	Common Law contract		

### POSITION ACCOUNTABILITIES

- Provide timely day-to-day HR advice and support to managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, learning & development, performance management, remuneration, conflict resolution and off-boarding
- Support Precinct and Corporate Managers, Executive Team and Employees in the interpretation and adherence to the appropriate Industrial Awards and Enterprise Agreements
- Provide advice, coaching and feedback to, and support the Executive, Precinct Managers to effectively manage the performance and development needs of the workforce
- Support the HR Team for leave coverage and excessive workload, inclusive of Recruitment, Learning & Development, Workers Compensation, Compliance Administration and Systems
- Perform HR reporting to the HR Manager and Executive Management as required
- Model and demonstrate constructive working relationships and information exchange across the organisation
- Attend all Mandatory Trainings set by OneCare Limited
- Other ad hoc duties as directed by the HR Consultant or HR Manager

### QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

Academic, licenses and other	<b>Essential</b> <ul style="list-style-type: none"><li>• Diploma of Human Resources Management or other relevant qualification or experience</li></ul>
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	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in a Human Resources generalist position</li> <li>• Current driver's license</li> <li>• NDIS Endorsed WWVP Registration</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in an Aged Care, Community Service or Not-for-profit Sector</li> <li>• AHRI membership</li> </ul>
<b>Work Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a HR Generalist role</li> <li>• Knowledge, experience and understanding of relevant legislation and Codes of Practice together with the ability to interpret and apply them in a service delivery environment.</li> <li>• Highly developed relationship management skills, including liaison, problem solving and conflict resolution with the ability to influence and gain co-operation of a variety of stakeholders in relation to HR initiatives.</li> <li>• Well-developed organisational skills, including the ability to effectively manage competing priorities, show initiative and problem solve and work effectively in a small team environment.</li> <li>• Well-developed written and verbal communication skills with a knowledge and understanding of good customer service practices, including the ability to treat customers politely and with respect while providing prompt and flexible service.</li> <li>• Proven well-developed information technology skills, including experience using MS Office as well as other corporate applications.</li> </ul>
<b>ATTRIBUTES AND BEHAVIOURS</b>	
<b>Leading and Deciding</b>	Initiates actions, gives direction and takes responsibility. High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders as well as the ability to negotiate effectively and work through issues constructively
<b>Support &amp; Co-operating</b>	Demonstrates an interest in understanding others; adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively. Support and cares for others
<b>Interacting and Presenting</b>	Establishes good relationships with customers and staff; Builds wide and effective networks of contracts inside and outside of the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others.
<b>Analyzing &amp; Interpreting</b>	Applies specialist and detailed technical expertise; Develops job knowledge and expertise through continual professional development; Shares expertise with others. Demonstrates coordination and endurance, manual skill, spatial awareness and dexterity. Demonstrates an understanding of different organisational departments and functions
<b>Creating and Conceptualizing</b>	Produces new ideas, approaches or insights; Creates innovative products or designs; Produces a range of solutions to programs; seeks opportunities for organisational improvement; Devises effective change initiatives
<b>Adapting and Coping</b>	Adapts to changing circumstances, accepts new ideas and change initiatives; Adapts interpersonal style to suit different people of situations; shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positional use of the opportunities it presents
<b>WORKING ENVIRONMENT AND OCCUPATIONAL HEALTH &amp; SAFETY</b>	
	<ul style="list-style-type: none"> <li>▪ OneCare is an equal opportunity employer that promotes diversity in the workplace. Discrimination, harassment and bias in the workplace are not tolerated</li> <li>▪ All employees must comply with OneCare's Code of Conduct and relevant acts, legislation and regulations</li> <li>▪ OneCare is committed to high standards of Workplace Health &amp; Safety and ensuring safety comes first. Employees must adhere to Duty of Care responsibilities to self and others by working in a safe manner and reporting (and rectifying if possible) all safety and environmental hazards observed in the workplace</li> <li>▪ All employees must ensure correct implementation and compliance with procedures for safety, environmental, and operational performance in the conduct of all work.</li> </ul>