



## Role Description

<b>Title:</b>	Human Resources Advisor: Employee Services	<b>Location:</b>	Toowoomba Catholic Schools Office
<b>Reports to:</b>	Manager: Employee Services	<b>Classification:</b>	PO4
<b>Directorate:</b>	Human Resources	<b>Tenure:</b>	Continuing full time

### 1.0 Purpose

The Human Resources Advisor provides a source of sound and thorough Human Resources (HR) advice throughout the Diocese of Toowoomba Catholic Schools (TCS) to support education service delivery and need. This position partners with schools and the office to build the capacity of leaders and staff to develop and maintain high professional standards and work practices.

The role holder works within the HR directorate to deliver a range of HR services, and independently provides and coordinates advice and agreed services to school leadership role holders, directors and managers to support and enhance the professionalism of TCS staff and volunteers.

### 2.0 Experience and qualifications

#### Essential

- relevant tertiary qualification in Human Resources or a related field or a minimum of five years' experience in a similar role
- demonstrated knowledge of the *Fair Work Act 2009* and experience with the Fair Work Commission
- demonstrated experience in applying the provisions of industrial legislation, Enterprise Agreements and Modern Awards
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

### 3.0 Key result areas

- 3.1 provide independent professional advice, analysis and support within agreed service parameters that effectively contribute to the building of capacity in leadership role holders, in order for them to address HR issues in a timely, ethical and competent manner
- 3.2 provide sound advice and quality support to the Manager: Employee Services in the development, implementation, monitoring and review of current legislation, policies, procedures and guidelines that relate to HR
- 3.3 provide advice on industrial matters, end-to-end case management of HR processes and projects under oversight from the Manager: Employee Services

3.4 manage role classification and associated processes

3.5 collaborate and communicate with other members of HR and the members of the other directorates within TCS to ensure that high professional standards are met

3.6 complete other duties as directed as needs change or grow, consistent with the purpose of this position and any relevant legal and/or industrial obligations

## 4.0 Statement of responsibility

4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.

4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.

4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

4.4 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

## 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Human Resources Advisor: Employee Services

**Please note:** this statement links to the key result areas in the Role Description

#### **3.1 Provide independent professional advice, analysis and support, within agreed service parameters that effectively contribute to the building of capacity in leadership role holders, in order for them to address HR issues in a timely, ethical and competent manner**

- utilise a sound knowledge of legislative requirements, workforce data and evidence-based HR practice in relation to the management of HR issues
- prepare briefs, reports and recommendations, and maintain effective document management practices in support of actions taken in relation to human resource issues
- provide independent accurate and relevant advice and support to those requiring assistance in the management of sensitive, complex and confidential issues.
- provide specialised advice and support in working with leaders in relation to the management of staff, volunteers and service providers
- create and foster relationships at all organisational levels through constructional dialogues that support strategic and operational needs and outcomes
- promote a solution focused approach in working with the Manager: Employee Services to progress opportunities that embed effective practice through ongoing consultancy and support
- provide advice on HR initiatives, resources and practices which support the directions and operations of TCS schools and functional areas and the capability development of leadership roles
- maintain currency of your own professional knowledge and skills in the functional areas of human resources, including but not limited to:
  - child and student protection
  - disciplinary action and performance management
  - grievances
  - professional boundaries
  - bullying, harassment and discrimination
  - Fair Work, anti-discrimination, human rights and other state and commonwealth governing bodies
  - whistle-blower protection
  - probity
- engage in the facilitation of organisational, team and individual professional learning within the functional areas of the HR directorate to enhance individual and organisational capability

#### **3.2 Provide sound advice and quality support to the Manager: Employee Services in the development, implementation, monitoring and review of current legislation, policies, regulations and guidelines that relate to HR**

- review and deliver context appropriate, accurate and timely advice in relation to policies and relevant processes and practices in HR
- monitor legislative changes to ensure that TCS policies, regulations and guidelines are adjusted to ensure compliance with pertinent Acts and Regulations (State and Commonwealth), with a view of implementing best practice approaches where possible
- recommend changes and improvements to established policies and practices to project manage implementation of approvals
- identify, analyse, report and act upon potential hot-spots and emerging issues
- undertake data analysis and report writing activities as required to meeting the strategic requirements of the HR directorate

### **3.3 Provide advice and support on the end-to-end case management of HR processes and projects under oversight from the Manager: Employee Services**

- liaise with principals, managers, leaders and Senior Education Leaders to ensure that lines of communication are transparent
- develop and facilitate learning opportunities to increase organisational capability in the area of human resources
- support the Manager: Employee Services to facilitate case conferencing throughout complex, confidential and sensitive processes, to initiate action and to assess learnings

### **3.4 Manage role classification and associated processes**

- coordinate role classification processes to ensure that employees are classified in accordance with the relevant Enterprise Agreements and Modern Awards
- assist in the development and review of role descriptions and duty statements
- develop employment contract templates, including common law contracts and other employment related documentation

### **3.5 Collaborate and communicate with other members of HR and the members of the other directorates within TCS to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- establish and maintain effective communication networks with stakeholders
- participate as a representative of the HR directorate in relevant meetings, committees and events, both internal and external
- work collaboratively with stakeholders

### **3.6 Complete other duties as directed as needs change or grow, consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the HR Strategy, TCS Strategic Plan or other directorate strategies