

Position Title:	Human Resources Advisor
Job Type:	Permanent Full-Time
Region:	Rockhampton, Queensland
Facility:	Mater Private Hospital Rockhampton
Closing Date:	28 November 2021
Salary:	Level 5 Administration <i>MH&ACCQL – Administration and Support Services – Enterprise Agreement 2015 - 2016</i> Currently attracting a minimum hourly rate range of \$40.87 - \$41.51
Reporting to:	Human Resources Manager, Central Queensland

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About the role

Mater Central Queensland look forward to an experienced and passionate Human Resources Advisor with a strong generalist and recruitment background to join our Human Resource team to support the Managers and staff of Mater Private Hospital Rockhampton.

You will be situated in the Hospital to work closely with the local team to deliver the Human Resources strategies of Mater and provide expert and timely support to Managers in the management of our valued people.

What you'll be doing

While this information is outlined in the available Position Description, some of the key duties will include:

- Support Hospital managers and employees in the interpretation and adherence to applicable Mater policies, procedures, working instructions, Enterprise Bargaining Agreements and other applicable legislative sources.
- Provide timely day-to-day advice, support, consultancy and coaching to managers and employees in employee relations matters, performance management, conflict resolution, off-boarding, consultation and change management processes and any other function as required.
- Undertake end-to-end recruitment processes, or variations of it, depending on Hiring Manager proficiencies, resources and experience.

- Coach new Hiring Managers to develop necessary skills to appropriately recruit appropriately skilled People that align with the strategic direction of the organisation.
- Collaborate with facility Leadership teams to plan recruitment strategies and activities aligned with workforce strategies.
- Assist employees and Managers in appropriately addressing work and non-work related impairments and return-to-work arrangements with regard to delegations and industrial relations legislation in collaboration with the Mater Injury Management team.

About you

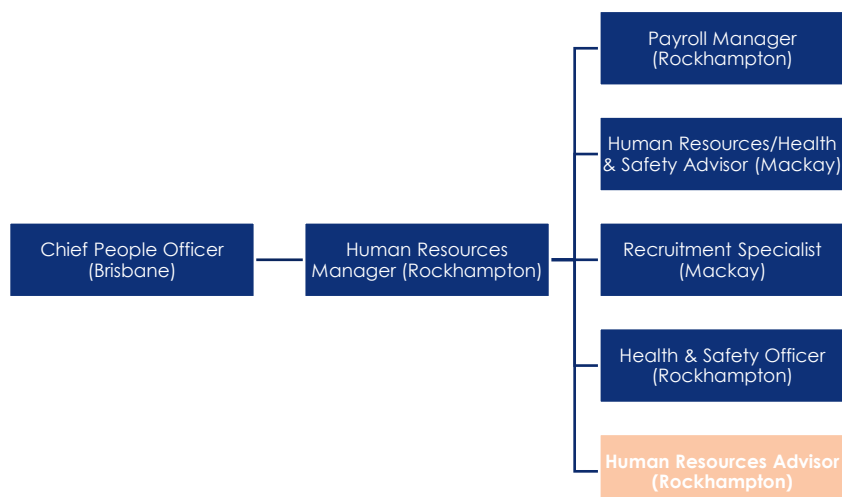
Though HR qualifications are highly desired it will be your demonstrated generalist experience that will set you apart. You will be positive, pragmatic and creative in the Human Resource and Recruitment space. You will be able to work autonomously as well as within multi-faceted teams. Other features include:

- Being able to manage your time effectively to meet deadline and recognise priority tasks;
- Have strong verbal and written communication skills;
- Be proactive and involved to ensure positive outcomes and foster a sense of engagement Managers and staff; and
- Be an efficient change agent as the Mater transitions through Human Resources policy and procedure harmonisation.

Other information

- A high degree of flexibility around working hours is possible in addition to working from home arrangements from time-to-time if it can be accommodated and is operationally appropriate;
- We offer a range of staff benefits including tax free threshold salary packaging of up to \$9,095 per annum, health fund premium discounts and discounted fitness and leisure outlets; and
- Candidates must be an Australian Citizen or Australian Permanent Resident to apply; and
- Requirement to be fully vaccination against COVID-19 and the ability to provide appropriate evidence as prescribed by [Services Australia](https://www.servicesaustralia.gov.au) prior to commencement.

Mater Central Queensland Human Resources Team Structure



Position Description

Position Title: Human Resources Advisor			Agreement: Administration	
Location: Mater Private Hospital Rockhampton			Classification: Level 5	
Ministry/Business Stream: Human Resources			Reports Authority: in accordance with the organisational structure	
Original Date: 11/21	Version No: 1	Revision Date: 00/00	Position No.: 102477	Page 3 of 5 Page/s

1.0 Behavioural Standards:

The Human Resources Advisor shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and action, and holding self and others to account for these standards.

2.0 Position Statement:

The Human Resources Advisor shall provide timely and accurate human resource advice, guidance and coaching to managers and other relevant stakeholders to ensure that applicable legislative and regulatory requirements are met in accordance with Mater guidelines, policies, procedures and work instructions.

Furthermore, the Human Resources Advisor will be responsible for the delivery and coordination of end-to-end recruitment campaigns in collaboration with Hiring Managers.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Human Resources Support
- 3.03 Recruitment Specialisation
- 3.04 Employee Injury Management
- 3.05 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote and adhere to the Mission and Values of Mater Misericordiae Limited;
- Participate in Mater celebration and traditions; and
- Attend Mission in-service when required.

4.2 Human Resources Support

- Support Hospital managers and employees in the interpretation and adherence to applicable Mater policies, procedures, working instructions, Enterprise Bargaining Agreements and other applicable legislative sources;
- Provide timely day-to-day advice, support, consultancy and coaching to managers and employees in employee relations matters, performance management, conflict resolution, off-boarding, consultation and change management processes and any other function as required;
- Contribute to the development, implementation and review of Human Resources policies and procedures;
- Act as champion of Human Resource systems and applications to support optimal use by managers and employees;

- Maintain local human resources systems and records in a compliant and secure manner;
- Contribute to reporting and/or data analysis as required;
- Undertake workforce profiling and planning as required;
- Provide reciprocal assistance to other members of the Mater Human Resources Advisory, Business Partner and Recruitment teams to manage workload fluctuations across Mater and strive for a consistent approach to human resources service delivery.

4.3 Recruitment Specialisation

- Collaborate with Hiring Managers to ensure all recruitment processes are legislatively compliant and merit based with regard to any diversity initiatives;
- Establish and utilise the appropriate methods and mediums to recruit and network with potential candidates with particular regard to Mater branding and identity;
- Support Hiring Managers, with regard to their professional capacity and level of expertise, with end-to-end recruitment processes extending to candidate acknowledgement, screening, interview questions, selection panel participation, etc.;
- Coach and/or train Hiring Managers on the application of appropriate and effective recruitment practices and systems that align with Mater policies and procedures;
- Plan and develop recruitment strategies to meet workforce needs in consultation with facility Leadership and the Human Resources Manager;
- Manage external agency partnerships for short-term and permanent labour sourcing and appointments;
- Collaborate with Branding and Marketing to enhance candidate appeal and strengthen identity;
- Develop and maintain contemporary knowledge of the various Visa conditions applicable to candidacy presentations and employees throughout their tenure with Mater and prepare and submit applications on behalf of Mater;
- Maintain a register of employees subject to Visa arrangements and review work practices to ensure Mater is compliant with conditions associated with applicable Visa working conditions;
- Undertake data collation and/or analysis for the purposes of contributing to Human Resource reporting requirements, whether scheduled or ad-hoc, as required;
- Review the efficiency of recruitment and onboarding processes in consultation with the Human Resources Manager and ensure associated material remains current and relevant whilst maintaining a high standard of consumer expectation and satisfaction; and
- Contribute and participate in any projects associated with recruitment processes or systems as required.

4.4 Employee Injury Management

- Assist employees and Managers in appropriately addressing work and non-work related impairments and return-to-work arrangements with regard to delegations and industrial relations legislation upon request of the central Mater Injury Management teams; and
- Review occurrences or patterns of employee work-related injuries to determine if workplace modifications can be made to ensure a safer work environment in collaboration with Health and Safety.

4.5 Other Responsibilities

- Accept, adhere and promote workplace safety in accordance with the relevant legislation, standards, policies, procedures and model guidelines that promotes 'zero harm' for staff and 'zero preventable harm' for patients;
- Participate in creating an environment that strives for customer satisfaction;

- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines;
- Accept individual responsibility and accountability for own performance and professional development;
- Accept and adhere to all policies and procedures of Mater and your employment location; and
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

5.0 Qualifications and Experience:

Essential qualifications

5.1 N/A;

Desired qualifications

5.2 Tertiary qualifications in Human Resources, or a related discipline;

Experience

5.3 Minimum of 5 years' experience in a generalist Human Resources Advisor role;

5.4 Previous experience working autonomously in a commensurate role (health care environment would be highly desired);

5.5 Negotiating favourable contractual terms and conditions, including rates, with external labour providers;

Skills & Knowledge

5.6 Sound knowledge of contemporary Human Resources practices and associated legislation;

5.7 Organisational and individual coaching skills;

5.8 Strong written and verbal communication skills;

5.9 Proficient in digital technology and information hardware and software applications.