

Position:	People and Culture Advisor
Classification:	Band 5
Salary Range:	\$61,223-\$69,546 plus 9.5% superannuation
Term and Employment Type:	0.6 FTE (3 days per week) Part Time, Fixed Term <i>Flexible work arrangements available subject to negotiation</i>
Starting Location:	Foster Office
Reports to:	People and Culture Team Leader
Position Overview:	<p>This position is an integral part of the People and Culture Team, as a generalist responsible for ensuring effective and efficient delivery of Human Resources and Learning and Development functions in line with the strategic goals and objectives of the Corporation.</p> <p>Responsibilities include recruitment, on boarding and induction of new staff; provision of employee and industrial advice; interpretation and application of SGW’s Enterprise Agreement, relevant Awards and industrial instruments; administration of SGW’s HRIS, Performance Appraisal and Work Cover systems and processes; personnel filing, administration and reporting.</p>
Organisational Overview:	<p>As a public sector entity, South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems.</p> <p>Our Purpose We provide sustainable water services that are essential to the prosperity and wellbeing of our communities and natural environments.</p> <p>Our Vision 2023 Our customers value the services and outstanding customer experiences proudly delivered by our capable and committed teams</p> <p><i>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</i></p>
Knowledge, Skills and Abilities	<p><i>Knowledge and skills in the following areas are required:</i></p> <ul style="list-style-type: none"> • Ability to understand, interpret and apply underlying principles involved when interpreting Policy, Procedures, Awards, industrial instruments and HR legislation, as distinct from practices. • Ability to understand the role and function of senior employees to whom support is provided to, along with an understanding of the goals of the People and Culture team and wider Corporation. • Excellent written and oral communication skills with strong attention to detail • Experience in HR processes such as recruitment, performance management, Work Cover administration, employee and industrial relations and enterprise bargaining

- Strong administrative and computer skills including experience the use of Human Resource Information and personnel management systems

Personal attributes

The incumbent requires, and should be able to demonstrate:

- A high level of reasoning, judgement, interpretation and problem-solving skills
- Effective time management skills and ability to prioritise and plan to ensure deadlines are met.
- Demonstrate adaptability and ability to pick up concepts and ideas quickly, work unsupervised and take ownership of issues, seeing them through to resolution
- Effectively and efficiently communicate with the proven ability to gain cooperation and assistance from all levels of the organisation and with external parties to achieve desired outcomes
- Ability to work effectively in a team environment
- Ability to resolve conflict, handle complaints and manage complex situations.
- Be a good listener with the ability to demonstrate empathy and understanding.
- Ability to maintain confidentiality and privacy.

Key Responsibilities:

As a member of the People & Culture team this position is primarily responsible for:

- Provide specialist advise on all matters relating to Human Resource in accordance with industrial instruments and legislation
- Specialist advice may be subject to review by more senior employees and advice and support of senior staff is generally available, consultation is available
- Solve problems using existing procedures and guidelines and the application of professional and technical knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations.
- Some creativity and originality is required. Guidance and advice is usually available within the time required to make a choice.
- Complete work at level as assigned that may differ from responsibilities described in this position description subject to consultation and reasonable support and re-training where required.
- Contributing to continuous improvement of People & Culture processes, systems and communications;
- Ensure reasonable care is taken for own health and safety as well as the health and safety of others. Operate consistent with SGW Occupational Health and Safety policy and procedures at all times.
- At all times adhere to the Victorian Public Sector (VPS) Code of Conduct and model the South Gippsland Water *Behaviours for Growth*.

Qualifications:

The requirements of the position are:

- Post-secondary qualifications in human resource management or a relevant discipline, or extensive and diverse relevant work experience
- Experience in People and Culture or a similar role preferred
- High level computer skills with proficiency in MS Word, Excel, Outlook and maintenance of HRIS systems and information

Safety Licences:

None required

POSITION DESCRIPTION

Pre-requisites:

Satisfactory National Police Check and a willingness to renew every three years or prior to expiry. If having resided outside Australia in the past ten years for one year or more, an international police check will be required.

Key Selection Criteria:

1. Demonstrated ability to apply expertise in all or most of the suite of human resources functions including entitlements and policy advice (employee relations), attraction and recruitment, learning and development coordination, injury management coordination and Work Cover claim administration
2. Ability to proactively partner with line managers and employees in application of contemporary human resources policy and practice that maximises business outcomes
3. High level computer skills with proficiency in MS Word, Excel, Outlook and maintenance of HRIS, databases and information.
4. Excellent communication skills with an ability to actively listen, persuade others and negotiate outcomes
5. Strong administrative skills with a proven record of attention to detail
6. Ability to handle and respond to sensitive information with empathy and understanding and respecting confidentiality

I have read and understand the contents and obligations of this position description. I understand that I have an obligation to comply with all Corporation policies and procedures. I also understand I have an obligation to behave consistent with the VPS Code of Conduct and model the SGW Behaviours for Growth.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Signature: _____ Date: _____