

Position Description

Position Title	People & Culture Advisor
Portfolio	Office of the CEO
Division	People & Culture
Department/Cost Centre	People & Culture - 04300
Classification	Specialist Staff Level 6
Position Number/s	102091
Reporting to	Manager – People & Culture
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The People & Culture team lead our staff capability, purpose and values that assists South West TAFE in achieving its strategic plan. We do this by:

- Developing strategies designed to attract, retain and engage our workforce;
- Supporting our staff with recruiting, corporate inductions and professional development events;
- Promoting and developing a high performance culture across the organisation;
- Modelling a practice of engagement and collaboration with our staff;
- Managing staff payroll, WorkCover and return to work activity.

Position Overview (Your Opportunity)

The People & Culture Advisor provides a full range of HR generalist functions to all executives, management and staff across South West TAFE. As the primary source of expert advice and information within the P&C department, the People & Culture Advisor acts in an advisory and interpretative role providing comprehensive professional advice, confidential direction and ongoing support around recruitment and selection, contract and employment administration, management support and employee relations. Additional responsibilities include the review, development and implementation of HR policies and procedures, as well as providing advice, coaching and guiding others on a range of employment related matters.

The People & Culture Advisor works independently in their day to day operations and maintains a specialist and comprehensive knowledge of South West TAFE policies/procedures, employment awards and agreements, legislation and contemporary human resource issues.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation. These accountabilities include but are not limited to:

Your Position

- Provide timely operational HR advice, support and consultancy to executives, managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding.
- Respond to all staff requests for information relating to terms and conditions of employment, award and agreement entitlements, allowances, leave accruals, staff kiosk and other related matters
- Maintain a comprehensive knowledge of Institute policies/procedures, employment awards and agreements, legislation, and contemporary human resource issues and engage with HR professionals and organisations to maintain an understanding of current employee/industrial relations issues and legislative changes and ensure the development and maintenance of best practice HR principles.
- Oversee, coordinate and participate in end to end recruitment processes, including job design and evaluation, recruitment and selection processes, offers of employment.
- Oversee the on-boarding and probationary tracking of new employees, ensuring compliance within relevant legislative frameworks for on boarding and ongoing employment requirements.
- Implement talent strategies to attract, recruit, select, develop and retain quality professionals.
- Conduct end to end investigations into staffing related matters as needed by the organisation
- Provide advice and training to Managers on recruitment strategies.
- Coordinate the identification of critical roles and participate in the implementation of an organisation wide talent and succession planning strategy.
- Monitor and review the performance review process in area of responsibility.
- Ensure continuous improvement of P&C systems and processes through the review, development and implementation of relevant Institute policies and procedures, contributing to the development of organisational systems, policies and procedures when required
- Prepare reports as required to ensure all entitlements and requirements have been met and correctly determined.
- Manage and ensure data integrity of records relating to the employment of South West TAFE staff.
- Directly assist with the Enterprise Agreement (EA) bargaining process and the Manager – People & Culture and Executive team with EA negotiations and communication to staff.
- Ensure that all staff exit South West TAFE in a professional and timely manner, consistent with Institute cessation arrangements and conduct detailed exit interviews, reporting on issues raised.
- Deputise for the Manager of People and Culture and make operational decisions in the absence of the Manager whilst on extended leave. This deputation precludes Payroll and reports oversight and management of the People and Culture budget

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive relevant work experience in a HR environment, with demonstrated capacity to undertake a comprehensive range of HR generalist functions
- Highly developed interpersonal skills, including the ability to deal with issues of a confidential and sensitive nature, and the ability to establish trust and build strong relationships, in order to provide a high level of general and tailored HR support and advice to all levels of the organisation
- Demonstrated knowledge, practical experience and interpretative capacity to advise and support the organisation on a broad range of HR matters
- Demonstrated initiative and the ability to articulate issues, including well developed analytical, problem solving and research skills necessary to identify appropriate and relevant strategies to problems
- A proactive and level headed approach with proven time management, ability to meet deadlines, achieve goals and to work concurrently on multiple tasks and work schedules, whilst ensuring a high level of attention to detail
- A willingness to contribute positively to the People & Culture operational goals and in-turn assist with the strategic direction of the Institute as a whole

Qualifications and Requirements

Mandatory requirements

- A Degree in Human Resources and relevant experience, or a combination of lesser formal qualifications combined with substantial experience and specialist expertise or broad knowledge in technical and administrative fields
- Substantial experience using Microsoft Office products, HRIS and e-recruitment systems, Internet based applications and database management software
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Karen Ellen - Manager People & Culture	9/10/2019
Approved by	Department Executive Manager	Mark Fidge - CEO	9/10/2019
P&C review	People & Culture	General Review only	
Agreed by	Incumbent		