



POSITION DESCRIPTION

POSITION TITLE:	HR Advisor (Parental Leave Cover)
CLASSIFICATION & SALARY:	Negotiated within a base salary range of \$90,00 - \$100,000 depending on experience
SUPERANNUATION:	At the superannuation guarantee rate, currently 11.5%
SALARY PACKAGING:	\$18,550, inclusive of \$15,900 for general living expenses and \$2,650 for meals and entertainment
ROLE:	7-month fixed term contract, part time (29 hours per week worked over 4-5 days)
LOCATION:	East Melbourne, with ability to work from home in line with company guidelines.

ABOUT US

The Bionics Institute is an internationally recognised, independent medical research institute that solves medical challenges with technology. We lead the world in the research and development of innovative medical devices and therapies to improve human health. Our multidisciplinary team comprises world-class scientists, engineers and researchers, and our laboratories are located in St Vincent's Hospital Melbourne, close to our clinical collaborators.

Together we transform the lives of people with a range of conditions, including hearing impairment, Alzheimer's disease, Crohn's disease, Parkinson's disease, epilepsy, stroke, arthritis and diabetes.

ABOUT THE ROLE

Reporting the Head of HR (HoHR), and working collaboratively with the HR Coordinator, the HR Advisor is responsible for providing accurate and timely HR consultancy, advice and support services to managers and employees across the full spectrum of the employee lifecycle.

This role has an operational focus managing all aspects of HR, including policy interpretation and development, performance management, HR reporting, preparation of payroll instructions, learning and development, coaching and mentoring of front-line leaders, remuneration and benefits, and cessation of employment.

Key Responsibilities:

- Provides HR advice and support on a diverse range of HR queries and projects, across the breath of the employee life cycle, including but not limited to:
 - HR policies and procedures;
 - Interpretation of contracts and modern awards;

- Recruitment and selection;
 - Learning and development;
 - Performance management;
 - Remuneration and benefits;
 - Workplace Health & Safety; and
 - Workplace diversity and inclusion.
- Develops workforce data and produces monthly, quarterly and annual HR reports.
 - Supports and contributes to the achievement of key operational objectives through the implementation of people plans, strategies and processes.
 - Co-ordinates the performance review and reclassification processes, as well as administering the employee engagement survey.
 - Primary point of contact for Frontline people leaders, providing advice and support to line managers to address people management issues. Escalating to the HoHR as necessary.
 - Supports managers to identify learning and development needs for employees and teams.
 - Manages employee contract management matters, including contract renewal process, coordinating approvals, and liaising with HR Coordinator to prepare documentation.
 - Performs exit interviews and acts (where appropriate) on feedback.
 - Reviews the monthly payroll advice for HoHR approval. Assists with the resolution of payroll queries, in conjunction with payroll and the HR Coordinator, taking lead of system improvements as required.
 - Proactive in monitoring employee morale, and employee wellbeing, raising serious (or potentially) serious concerns early with the HoHR.
 - Helps resolve employee grievances, escalating more serious complaints to the HoHR for support and guidance.
 - Undertake ad hoc project or policy work under the direction/support of the HoHR.
 - Provide day to day HR support as appropriate.

Responsibilities Shared Across the HR Team:

- Acts as cover for other team members during periods of absence or leave. Supports the team to effectively manage workload.
- Adhere to all HR internal procedures ensuring a consistent and professional HR service delivery.
- Seek to continuously improve HR process and systems.
- Assists to manage the HR Inbox, resolving allocated queries in a timely and accurate manner.
- Monitors IR, ER and HR practices, attending relevant briefings and workshops to ensure currency of information and advice.
- Manages and updates the HR management systems and employee files.
- Prepares and updates content for HR sections on Institute web and intranet sites.
- Ad hoc duties as required.

Core Competencies

Task complexity - Complex

Work requires the position holder to apply their comprehensive knowledge to tasks and activities. In some cases, at this level specialist or in-depth knowledge of operations will be required.

Knowledge required - Broad

Success in the position requires current knowledge of employment legislation, and 'best practice' HR organisational policies and practices to be able to assess the situation and provide quality advice.

Judgement and Problem solving - Adaptive

At this level the position holder is expected to be able to solve diverse problems by applying subject matter knowledge and previous experience. This may include making regular decisions that impact outside the immediate work area such as the deployment of resources or services. Provides assistance with and starts to own forward planning processes, such as estimating, and budgeting as derived from operational responsibilities. There is some discretion to innovate within own function and to take responsibility for outcomes.

Supervision and Level of autonomy - Broad

Position holder is told at a high-level what outcomes need to be achieved by the team, when they need to be completed and who needs to be involved in achieving them. Position holder participates in decision making and operates within the broad framework of organisational policies and procedures. Monthly supervision – Broad outcomes are reviewed.

Organisational relationships and Impact - Advanced

Position holder is able to apply a detailed knowledge of the interaction between work unit policies, processes and procedures within their own area and understand how these impacts on other work areas. Is expected to provide advice and assistance to others and to make suggestions for change to make improvements to operations. Responsibilities at this level are starting to have an impact at an organisational level, beyond own work team.

ABOUT YOU

We are looking for a dynamic HR Advisor to join our team, with proven experience across the full end-to-end employee life cycle. Your success will reflect your proven HR generalist experience with 'best practice' HR organisational policies and practices, your strong and current knowledge of employment legislation, and your management of key stakeholders and front-line leaders that has improved people and business performance.

Genuine and passionate, you will demonstrate maturity, tact and discretion when dealing with employees and confidential information. Success in the role requires exceptional teamwork skills and a positive, 'can-do' approach. You will be proactive and highly service orientated; have excellent communication and influencing skills and be commercially and improvement focussed.

SELECTION CRITERIA

Essential

- Completion of a tertiary qualification in Human Resources (or related field), or equivalent experience and training.

- Proven ability and experience in a similar HR generalist role within a medium sized organisation (headcount of 50-150).
- A sound knowledge of the principles and legislation underpinning all aspects of HR, with a proven ability to effectively interpret relevant legislation, regulations, modern awards, contracts and policies.
- Strong interpersonal and communication skills with the ability to establish and build strong client relationships and provide high-level customer service.
- Strong organisational skills, with excellent attention to detail - able to organise own time efficiently and effectively create own work schedule.
- Time management skills - ability to prioritise and prepare to meet deadlines.
- Demonstrated initiative and problem-solving skills.
- Proficiency with Microsoft Office programs (including PowerPoint, Excel, Word), Microsoft 365, SharePoint, and Teams.
- Prove ability to maintain confidentiality and to work with sensitivity and perception

Desired

- Previous experience working with Access MicroPay, Access ESS, and Elcom.
- Previous experience in the research, higher education or not for profit sector.
- Previous experience successfully managing WorkCover and Return to Work cases.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger.

We therefore hire qualified people from all different backgrounds and experience levels. We encourage candidates to speak with a member of our HR team if you require adjustments to our recruitment process to support you, and the type of working arrangements that would help you thrive.