

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Human Resources Advisor (a HR Officer appointment will be considered for less experience/qualified candidates)
<b>POSITION NUMBER:</b>	5030
<b>DIVISION / SECTION:</b>	Corporate Services / Human Resources
<b>SUPERVISOR:</b>	Coordinator HR Services - 5182
<b>CLASSIFICATION LEVEL:</b>	GSL 6
<b>SALARY RANGE:</b>	GSL 6 - \$81,803 - \$87,901 (HR Advisor) GSL 5 - \$73,670 - \$79,770 (HR Officer)
<b>STATUS (FTE):</b>	Full-time (Negotiable)
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"><li>- Ability to obtain a Criminal History Check</li><li>- Possession of an NT Drivers Licence</li></ul>

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### ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF POSITION:

The Human Resources Advisor role, reporting to the Coordinator HR Services, is integral to the Human Resources team. The role works alongside other HR team members to provide the first point of contact and professional day to day generalist HR advice, support and solutions to the business across all facets of HR operational service delivery. The role operates on a business partner model with a designated internal client group.

Based in Darwin, the incumbent will be part of a small human resources team at Menzies.

### PRIMARY RESPONSIBILITIES:

1. Provide accurate and timely advice, service and operational support with end-to-end HR operations and employee life cycle processes such as recruitment and selection, workforce planning and coordination, performance management and development, employee exit and the application of the Menzies Enterprise Agreement.
2. Provide effective and timely recruitment and onboarding support to managers and staff through the preparation and posting of job advertisements, participation in selection process, making recommendations on selection decisions, drafting of employment contracts, collation of new employee documentation and initiating staff induction.

3. Ensure compliance with legislation, policies and procedures and support the consistent application of HR practices across the organisation.
4. Partner with supervisors and managers to deliver HR initiatives that drive improved business outcomes, employee engagement and a high-performance culture.
5. Contribute to HR projects including policy and procedure review and other continuous improvement initiatives.
6. Coach, support and influence supervisors and managers to develop and enhance their people management and leadership capability.
7. Provide professional day to day HR operations support including administrative support such as monitoring employment contracts due for renewal, contract termination notifications, contract variations, processing new employee paperwork, organising basic staff training and monitoring the shared email mailbox.
8. Coordinate and support the probation period process with managers, providing guidance when required.
9. Maintain HR registers to ensure all employees have current licenses/registration with renewal reminders issued accordingly.
10. Provide support and guidance for employee-related issues and grievances.
11. Maintain strict confidentiality relating to a broad range of complex and often sensitive human resource/people management related cases
12. Deliver and assist with the development of HR operational related learning and development programs
13. Identify ways to improve current HR systems and processes which will provide benefit to services and the organisation
14. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
15. Any other tasks as reasonably required by the supervisor, manager and/or Director.

**Note:**

**Appointment at Level 5** would be subject to closer supervision from the Coordinator HR Services and the focus would be on operational HR support, service and advice. Primary responsibilities 4, 5 and 6 would be led and undertaken by the Coordinator HR Services.

**SELECTION CRITERIA:**

**Essential:**

1. Completion of a relevant degree and several years of HR experience or an equivalent combination of relevant Human Resources experience and education/training.
2. Experience in the provision of HR operational services and advice with a particular emphasis on recruitment/talent acquisition experience and skills including advertising, onboarding and contract preparation.
3. High level communication skills and the ability to interpret and advise on HR policies and procedures and Awards/Agreements
4. Proven ability to contribute to HR initiatives such as policy/procedure review. **(Level 6)**
5. Proven ability to be able to support Managers/Supervisors with advice on employee performance and potential grievance related issues. **(Level 6)**

6. High level of initiative and good judgement regarding when to take action and when to seek further advice. **(Level 6)**
7. Experience and competence in the use of a range of information technologies and computer software applications, particularly Microsoft Excel and Word.
8. Demonstrated organisational skills with an ability to handle sensitive information in a discrete and confidential manner.
9. Proven ability to prioritise, work under pressure and adhere to strict timelines.
10. Excellent attention to detail and the ability to analyse and resolve problems.
11. The ability to interact effectively with people from diverse cultures.

**Desirable:**

1. Experience working in MyRecruitment+ system and Aurion payroll system.
2. Experience working in the Higher Education or Health Research Sector.

**COVID-19 Safety Requirements:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify First Nations voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

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Approved by: Menzies Human Resources

Date: 20 February 2023

<b>GSL 5 to GSL 6</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 5 – Step 1 (\$)</b>	<b>Maximum Value GSL 6 – Step 4 (\$)</b>
<b>Gross Salary</b> (position advertised across General Staff Levels 5 and 6)	73,670	87,901
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,314	12,306
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card)	9,765	9,765
<b>Leave Loading</b> (payable on the last pay before Christmas – first year will be a pro rata payment)	1,483	1,570
<b>TOTAL SALARY PACKAGE</b>	<b>\$95,232</b>	<b>\$111,542</b>

**PERFORMANCE OUTCOMES:**

1. Attraction and Retention – including proactive recruitment planning and Employee Value Proposition (EVP).
2. Onboarding and Induction – including IT access, online and face-to-face inductions and keeping in touch with new employees in their first three months.
3. Talent Metrics – including time to recruit, advertising mediums, turnover and retention (including First Nations).
4. Standard Operating Procedures – review and or develop procedures for all functions of this position.
5. Recruitment Training – assist the team in providing face-to-face recruitment training to Hiring Managers.

**KEY PERFORMANCE INDICATORS:**

1. 85% of recruitment activities are completed within six (6) weeks from the date of requisition to offer to preferred candidate.
2. Working from JMB one (1) day per week to liaise with client group to provide advice on future and current recruitment and general HR queries.
3. Employee Inductions are completed within the first week of a new employee’s start with Menzies.
4. In conjunction with other team members, review and revise the Induction Program to include Divisional presence and develop an Employee Value Proposition (EVP).