



Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position:	Workforce Partner (PN255)
Division:	Human Resources Division
Section:	Employee Relations
Salary Level:	General Officer Level 7
Position Reports to:	Senior Workforce Manager
Location:	Alice Springs (site as directed)
Last Review:	March 2023

Role Description

Reporting to the Senior Workforce Manager, the HR Advisor is responsible for working collaboratively with team leaders, supervisors and managers to deliver guidance and support across a wide range of human resources matters.

Team Description

The Human Resources Division provides learning and development, recruitment, employee relations, organisational development, work health and safety and injury management services that support the Congress workforce.

The department is headed up by the General Manager Human Resources (GMHR) and provides services in four streams; Employee Relations, Recruitment, Learning & Development and Safety.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and Central Australian remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p>(This is not a comprehensive list of all duties required of the position)</p>	<ul style="list-style-type: none"> • Provide advice and coaching to managers and employees on HR policies and practices • Contribute to development of HR strategies, HR policies and implementation of HR projects • Undertake case management to support managers and employees on ER matters including workplace investigations, grievance resolution, performance management and disciplinary processes • In collaboration with the Recruitment team support managers in workforce planning • Educate, coach and advice managers to support them with their management responsibilities • Assist the Manager Employee Relations with weekly and monthly reporting • Maintain HRIS with employee changes and provide system support to Managers
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	<ul style="list-style-type: none"> • Process all employee related requests from managers relating to existing employees; including transfers, terminations, contract renewals • Assist the Manager Employee Relations with developing and providing workshops and information sessions relating to a range of HR matters • Maintain current knowledge of and ensure compliance with policies, practices, standards, industrial instruments and employment legislation • Undertake other duties (and training) that are safe, legal, logical and reasonable while being within the limits of employee's skill, competence and training, consistent with the position classification
WORK ORGANISATION (Planning and coordination)	<ul style="list-style-type: none"> • In consultation with the Manager Employee Relations, set and achieve priorities • Monitor own work flow to complete work tasks within allocated timeframes and within established practices, priorities and goals • Facilitate decision making processes related to the range of HR responsibilities • Communicate with staff within HR, multiple work areas and functions, and liaise with groups and agencies outside Congress relevant to portfolio • Be a proactive team member and support a service based work culture showing commitment to the organisation's strategy, mission, vision and values outlined by the board • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices • Ensure WHS non-conformances or incidents/injuries are notified
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourceful, Responsibility, Relationships • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information • Client focused, proactive, ethical and reliable

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Minimum of two (2) years' experience in dealing with employee relations matters
2. High level of communication skills including the ability to influence and negotiate good outcomes with a broad range of people
3. Experience providing coaching and advice related to human resources
4. Case management experience of employee or industrial relation matters
5. Demonstrated ability to handle conflict resolution
6. Ability to analyse data and produce HR metric reports

