

Position description

Title of position: Human Resources Specialist

Reporting to: General Manager – Corporate Services

Overview:

The Human Resource (HR) specialist is responsible for leading and managing all HR activities at the AWRI. This role provides strategic and operational HR guidance across the organisation to support a high-performing, inclusive, and innovative workplace. The HR Specialist partners with the AWRI leadership team and staff to ensure the effective recruitment, development, and wellbeing of employees, while maintaining compliance with employment legislation and institutional policies.

Qualifications:

Tertiary qualification in HR or equivalent is necessary.

Experience:

A minimum of 3 years' experience in a similar HR type role

Principal accountabilities:

1. Work with the AWRI's Leadership team and General Managers to manage recruitment processes and ensure that candidates selected for employment represent appropriate appointments for the AWRI.
2. On-boarding and off-boarding of employees within the AWRI
3. Ensure the timely review and renewal of employment contracts prior to their expiry, as required.
4. Lead and coordinate annual HR processes, including internal review and external benchmarking of AWRI salary and wage levels and annual employee HR survey.
5. Co-ordinate and manage performance reviews including Professional Development Plan (PDP) processes to enhance employee performance.
6. Coordinate the processes relating to the sponsorship of international visitors and students, including the preparation of all necessary sponsor documentation.
7. Liaise with employees regarding the AWRI's Workplace Agreement and coordinate the periodic revision and renewal of that Agreement.
8. Ensure all HR roles and responsibilities articulated in AWRI policies and procedures, for example facilitating grievance investigations, are fulfilled appropriately.
9. Ensure the maintenance of appropriate and accurate HR records in accordance with operational and legislative requirements.

10. Provide options for implementing employee salary sacrificing arrangements and/or coordinate with an external service provider engaged to manage such arrangements.
11. Develop and review HR policies and procedures as required, ensuring the AWRI is compliance with all its legal obligations.
12. Identify training needs, design and implement training programs and evaluate their effectiveness. This also includes the coordination of an internal AWRI staff training database.
13. Identify and implement initiatives that lead to creating a positive and productive work environment
14. Assist in developing the strategic priorities for the HR function.
15. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.
16. Undertake any other duties as directed by the Group Manager – Corporate Services or the Managing Director.
17. Promote the wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional manner.

Person specification:

1. Well-developed communication skills, both verbal and written.
2. Efficient time management skills, displaying initiative and an ability to operate with a high level of autonomy.
3. Excellent interpersonal skills to be able to work effectively in a team environment and appropriately deal with a range of sensitive employment issues.
4. Ability to manage and navigate conflict
5. High-level of emotional intelligence and demonstration of empathy
6. High-level of attention to detail in all procedures performed and written work.

Workplace Health and Safety responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.