



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	HR Advisor	Level	6/7
Business Unit	Human Resources (HR)	Position Number	00060, 01236
Directorate	Governance & Strategy	Date Established	September 2012
Reporting to	Coordinator HR Advisory	Date Updated	September 2026

2. KEY OBJECTIVES

- Provide an advisory service to internal customers across all areas of the HR function.
- Work collaboratively with supervisors and managers to ensure delivery of a contemporary HR service.
- Contribute to key initiatives and knowledge sharing within the team.

3. KEY ACCOUNTABILITIES

- Complete activities in accordance with the Business Unit Plan, Corporate Business Plan, Strategic Workforce Plan, and other relevant plans.
- Provide accurate information and advice in accordance with legislation, enterprise agreements, protocols and associated documented procedures.
- Ensure diligence is applied to HR programs, protocols, and processes.
- HR initiatives meet legislative, organisational, strategic, and operational needs.
- Information is handled in a professional, discreet, and confidential manner.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.
- Ensure activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Generalist Human Resources

- Provide interpretation advice to supervisors and employees on the City's Enterprise Agreements, contractual matters, employment legislation and related City protocols and processes.
- Provide an advisory service to supervisors on employee relations issues including, but not limited to, grievances, bullying and harassment, discrimination, misconduct, performance management and fitness for work.
- Support the implementation of Enterprise Agreements and various other contracts of employment in the workplace.
- Partner with formal leaders providing timely coaching, guidance, direction, and support regarding sensitive and complex people issues, including:
 - Case management of employee issues including industrial disputes, grievances, performance management, harassment, bullying, discrimination, fitness for work and disciplinary issues resulting from misconduct or serious misconduct.
 - Redeployment and redundancy matters and provide case management of employees displaced as a result of organisational change or operational requirements.
 - Workforce Planning, change management support and advice.
- Complete job analysis and job evaluation to facilitate the creation and review of Position Descriptions.
- Research, develop, review, improve and implement HR policies and processes.
- Prepare a range of documentation including contract variations, letters, reports and memos.
- Develop information to support customer understanding of legislation, HR processes and practices.
- Develop and maintain HR process maps.
- Proactively research contemporary HR practices for the purposes of knowledge sharing.
- Collate and analyse data and information to ensure informed decision-making.
- Contribute to monthly reporting within designated timeframes.
- Enter and maintain HR data and provide reporting where required.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Outcome: Recruitment and Induction

- Provide support to the City's recruitment and Induction processes as required.
- Participate as an HR representative on interview panels as required.
- Participate in the delivery of HR related inductions as part of the City's organisational induction program.
- In collaboration with Marketing & Communications, proactively contribute content for uploading to social media platforms.

Outcome: Relationship Management/Customer Service

- Provide exceptional customer experience with a focus on service excellence, responsiveness, quality consistent advice and attention to detail.
- Develop and maintain positive, harmonious and collaborative business relationships with all levels of management, and all internal and external stakeholders.
- Participate in organisational process improvement programs and in collaborative development or implementation programs with managers and other employees relating to new initiatives or service improvements.

- Identify HR Business Unit customer expectations and support the delivery of positive outcomes, including provision of advice, service levels, process information and resource adjustments.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

High Level Skills:

- Ability to communicate effectively with all employees and customers on sensitive and confidential matters.
- Interpersonal, influencing, and coaching skills to obtain information and build relationships with supervisors and employees.
- Ability to interpret and apply Employment Law legislation, Enterprise Agreements, Awards, and policies.
- Written and verbal communication skills, including presentation skills.
- Use of HRIS to record and analyse data.
- Microsoft Office.
- Time management and organisation in an environment of competing priorities and multiple stakeholders.
- Strong research, analytical and reporting skills.

Sound Knowledge:

- Contemporary HR management practices and principles.
- Legislation relevant to employment law.
- Job evaluation and recruitment best practice and process.

Demonstrated Experience:

- Wide range of HR management functions.
- Provision of advice on employee relations and Agreement interpretation matters.
- Undertaking job analysis and job evaluation processes.
- Using HR Information Systems and other programs.

Qualifications/Clearances:

- Tertiary qualifications or progression towards completion of formal studies in HR and/or equivalent relevant experience.
- Current National Police Certificate.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available for complex matters.
- Provides expert advice on a range of activities to the business.
- Establishes work priorities and monitors workflow in areas of responsibility.
- Exercises initiative and judgment where practice and direction are not clearly defined.
- Solutions to problems can generally be found in legislation, precedents and guidelines or instructions. Can refer complex issues or matters of interpretation to supervisors for advice.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under limited direction.

Internal:

- Managers and supervisors.
- Employees.

External:

- WA Local Government Association.
- Union Representatives.
- Other local governments.

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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