

Position overview

Position title	Human Resource Advisor
Business unit	People Culture and Safety
Remuneration type	Indoor Level 6
Reports to	Senior HR Business Partner and Projects Lead
Direct reports (role)	Not Applicable
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Varied
Success profile	2.3 HR Role Success Profile
Delegation level	Not Applicable

Position purpose

The Human Resource Advisor plays a critical role in providing a high level of operational support, and advice to leaders on all aspects of the employment lifecycle. This will include the practice areas of workforce and succession planning, talent acquisition and development, performance management, compensation and rewards, people experience, learning and employee relations.

As a part of the People, Culture and Safety team, the Human Resource Advisor plays a key role in the delivery of the PCS Strategy in line with the Unitywater's Strategic Corporate Objectives and business requirements.

Position accountabilities

Key functions of the role include:

- Partner with leaders, to provide business focused, strategic and operational people advice and support in the implementation and embedding of people strategies and practices; the management of a broad range of human resources, employee relations and industrial issues; and advice on risk management as it relates to people and practices.
- Partner with leaders, taking a coaching approach, to facilitate effective, consistent, empowering leader led change and people management, building ownership and engagement at all levels.
- Leading and/or supporting employee relations case management in collaboration with the Business Partnering team, including complaints, investigations, grievances and WorkCover issues.
- Interpreting and providing industrial and employee relations advice in conjunction with the relevant HR Business partner. This may include matters related to award and enterprise agreements interpretation, employment management, payroll, superannuation, leave entitlements, legislative interpretation and non-work related rehabilitation.

- Build and maintain effective relationships as a trusted adviser to the business and ensure stakeholders have an engaged understanding of people culture initiatives, programs and practices.
- Work with peers in People, Culture and Safety to ensure legislative compliance and the accurate application of relevant industrial instruments in accordance with legislative requirements and organisational policies, practices and procedures.
- Partner with the HR Business Partner and HSEQ team on joint cases and ensure policy and procedures are in place and adhered to.
- Provide support with the Organisation's annual people processes including but not limited to performance and development, workforce planning, ensuring the process is conducted in a timely and effective manner.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Senior Human Resource Business Partner
- People Capability & Shared Services team
- Culture and Capability team
- Relevant Executive Manager and Senior Leadership teams
- Other Unitywater Business Units and internal customers
- Applicable Unions

Capability requirements

The requirements for the position are:

- Relevant tertiary qualifications in Human Resources or a related discipline.
- A minimum of 5 years' HR Advisor experience in a predominantly blue and white collar, unionised environment.
- A sound understanding and current demonstrated work experience working under the national legislative jurisdiction and with relevant state legislation
- Previous, current experience working in a multi-disciplined and highly complex organisation
- Demonstrated knowledge of relevant employment legislation and experience in the implementation, interpretation and application of industrial instruments to obtain successful business outcomes
- Extensive knowledge and experience across a range of HR and ER functions, processes and protocols, demonstrating a high proficiency in the use of contemporary HR practices and tools

- Highly developed interpersonal and communication skills with particular emphasis in the area of stakeholder engagement demonstrating a high degree of commercial acumen and a passion for delivering results
- Demonstrated experience managing end to end complex, formal and ambiguous employee relations matters often involving risk and providing solutions that are best for business
- Demonstrated experience in coaching, advising and facilitating in order to resolve issues and meet changing organisational needs
- Well developed analytical and problem solving skills with the demonstrated ability to apply project management principles including change management
- Current C Class Drivers Licence.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.