



## Job Description: Human Resources Advisor

---

<b>POSITION TITLE:</b>	Human Resources Advisor
<b>POSITION NUMBER:</b>	HR005 & HR016
<b>CLASSIFICATION LEVEL:</b>	CL 4 – CL 5
<b>POSITION LOCATION:</b>	4/14 Parsons Street, Alice Springs
<b>RESPONSIBLE TO:</b>	Manager, Human Resources
<b>LAST REVIEWED:</b>	February 2022

---

### KEY FUNCTIONS

Responsible for the timely and efficient processing of human resources functions with an emphasis on recruitment and HR administration ensuring compliance with the CLC Enterprise Agreement, HR policies and procedures.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. **Recruitment:** Coordinate recruitment activities (end to end process).
2. **Onboarding:** Coordinate and facilitate mainstream new employee/induction and onboarding processes.
3. **HR Partnering:** With guidance from the Manager, HR, work with allocated sections to provide employee life cycle support, employee contract management and performance management actions, including disciplinary processes.
4. **HR Advice:** Respond to requests for assistance from managers/supervisors to ensure alignment of HR practices with regulatory, legislative and organisational requirements. Provide advice and support to employees including policy and procedure application, EA, performance management, grievances and complaints handling.
5. Understand the EA, other industrial instruments, CLC policy and procedures to enable thorough and appropriate advice to Managers and employees.
6. **HR Administration:** Maintain consistent, accurate data in eDIS and HRIS. Provide support to the payroll function as required.
7. Under the direction of the Manager, Human Resources support the implementation HR projects and initiatives, including reviewing and updating policies and procedures, consulting the broader HR team as appropriate.
8. Promote equality and diversity as a part of the culture of the organisation.
9. Other duties that are safe, legal and logical while being within limits of the employee's skill, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures



## WORKING RELATIONSHIPS

- Reports to and receives direction from Manager, Human Resources and Human Resources Coordinator.
- Work collaboratively with all other staff of the Human Resources section in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

## EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

---

## SELECTION CRITERIA

### ESSENTIAL

1. Diploma in Human Resources or higher or equivalent experience.
2. Ability to observe strictest confidentiality with all employee information.
3. Advanced administrative skills with excellent attention to detail.
4. Demonstrated time management, problem solving and organisations skills of a high order. Must be proactive, able to initiate and set priorities, undertake new tasks quickly, be flexible and respond effectively to challenges with a high level of personal responsibility.
5. Knowledge of modern awards, Fair Work Act 2009, Work Health and Safety (Commonwealth) Act 2011 and other associated or similar legislation, standards and codes of Practice.
6. Advanced computer skills across a range of applications, including Microsoft Word, Excel, Outlook and HRIS.
7. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

### DESIRABLE

1. Certificate IV Work Health and Safety
2. AHRI practising certificate
3. Knowledge and understanding of the overall context in which the Central Land Council operates.
4. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
5. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

APPROVED COPY: D22-6448

APPROVAL DATE: *of the approved copy*

