



POSITION DESCRIPTION

HUMAN RESOURCES ADVISOR

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Human Resources Advisor
Saltbush Division	Corporate Services
Location	Darwin
Employment Type	Permanent, Full time
Reports to	Chief Executive Officer
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
Travel	Some regional and remote travel may be required as part of this role.
Compliance Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers licence, Current First Aid, COVID-19 Vaccination

PRIMARY PURPOSE OF POSITION

As a senior member of the Saltbush Team, this role leads the development and management of the company culture and values which is at the core of our organisation's success.

This role will work collaboratively with Saltbush management and teams in building a strong, accountable and supportive culture, and be responsible for the delivery of high quality, professional and sound advice to leaders on all aspects of the employee life cycle.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Human Resources Advisor, you will:

- Coordinate recruitment and selection process including but not limited to: providing guidance to hiring managers, developing and maintaining position descriptions, placing ads, shortlisting, interviews, reference checks and completion of selection reports.
- Prepare board and management reports including information on a range of HR metrics, trends and initiatives, as required.
- Coach, train and advise managers in the implementation of HR strategy, policies, processes, and industrial instruments to continuously improve on people's leadership and HR management skills and maintain a consistent application of HR policies/processes across the business.
- Provide oversight and support to managers and employees in resolving any grievances, disputes, performance discussions or misconduct matters through the effective management of these processes.
- Provide support, advice and direction to managers and other staff on HR policies, processes, compliance issues and the interpretation of the Fair Work Act, Awards, and other remuneration or condition frameworks.
- Foster a workplace safety culture and implement personnel management policies to ensure that everyone is aware of his/her responsibilities with regard to health and safety.
- Manage health, safety and other compliance training and ensure employees maintain currency, including job specific certifications.

ESSENTIAL SELECTION CRITERIA

- A minimum of 3 years previous experience in a generalist HR role, with a proven track record in delivering contemporary HR practices.
- A demonstrated ability to engage and work collaboratively in a cross-cultural environment.
- An up to date understanding of Modern Awards, the Fair Work Act & NES, current pay rates and industry trends surrounding non-monetary benefits.
- Experience in developing and delivering training with the confidence and ability to coach others and share knowledge and learnings.
- An enthusiastic and approachable personality, excellent communicator (written and verbal), with the ability to build and maintain relationships and work confidently with people at all levels.
- The ability to influence, network, negotiate, counsel and mediate with a demonstrated high degree of confidentiality.
- The ability to work independently and take initiative, but also must be an enthusiastic team player.
- Willing to accept responsibility and make decisions based on experience, education and understanding of business needs and culture.





HIGHLY DESIRABLE CRITERIA

- A tertiary qualification in Business, HR or similar will be highly regarded.
- High level of computer proficiency in MS Office suite of applications.

THE SALTBUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Advanced
	Manages Self	Advanced
	Teamwork and Leadership	Advanced
 Relationships	Building Relationships	Advanced
	Collaboration	Advanced
	Communicating for Results	Advanced
	Leading the Organisation	Skilled
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Advanced
	Initiative	Advanced
	Problem Solving	Advanced
 Resources	Business Knowledge	Skilled
	Strategic Thinking	Skilled
	Finance	Skilled
	Project Management	Skilled
	Procurement and Contracts	Skilled
	Human Resources	Expert

