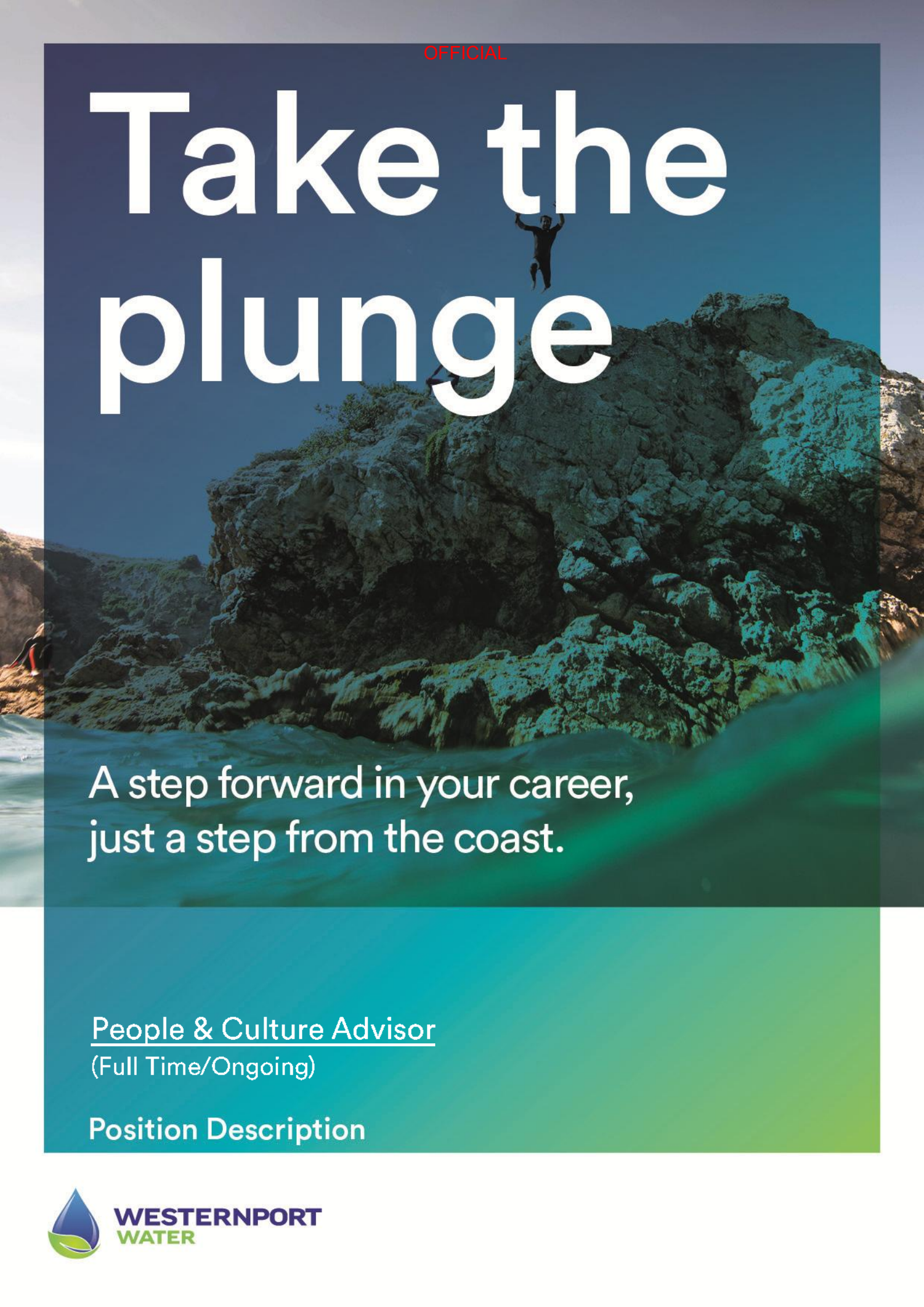


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People & Culture Advisor
(Full Time/Ongoing)

Position Description



WESTERNPORT
WATER

Position Description

Title	People & Culture Advisor
Band	4
Location	Newhaven Head Office, Phillip Island
Department	People Culture & Safety
Division	Executive Office
Reports To	People & Culture Senior Advisor
Direct Reports	Nil
Child Safety Category	Category 1- Direct contact- This role involves interacting with, hosting, guiding, presenting to children that are under 18 years.

The People & Culture Advisor will provide specialist support to the People, Culture & Safety team to ensure timely, accurate service delivery.

Key Responsibility Areas

- Coordinate and deliver end-to-end recruitment and employee lifecycle processes, including advertising, selection, reference checking, onboarding and offboarding.
- Provide professional, accurate & practical People & Culture advice and guidance to people managers on recruitment, employment conditions, policies and procedures to support timely and effective workforce decisions.
- Assist Westernport Water's (WPW's) employees with the interpretation and application of WPW's enterprise agreement and relevant employment legislation.
- Manage and maintain information within the HR Information System (HRIS) (SAP/Success Factors) and records management (Content Manager), with accurate and timely processing of employee data, staff movements and salary information while maintaining data integrity and meeting compliance requirements.
- Support the continuous improvement of HRIS processes and system functionality by identifying opportunities to enhance efficiency, improve user experience, strengthen data quality and optimise the system's capability to support organisational and workforce objectives.
- Contribute to the development, implementation, and continuous improvement of People & Culture initiatives that enhance organisational capability, improve processes and deliver a positive employee experience.
- Lead the coordination and delivery of People & Culture programs of work across areas such as inclusion & diversity projects, workplace wellbeing programs, events and projects.
- Assist with the biannual performance appraisal process.

- Provide operational support across People & Culture functions including enterprise agreement activities, employee committees, policy and procedure development and review and management of shared People & Culture inboxes.
- Support People & Culture business administration including processing requisitions, invoices, payroll support, employee reimbursements and expense claims, ensuring accuracy, compliance and timely service delivery.
- Build networks and manage relationships both internally and with other local organisations.
- Other duties within the scope and responsibilities of the position as directed.

Qualifications and Experience

- Degree and/or Diploma level qualifications in People & Culture/Human Resources or related field and/or experience in People & Culture/Human Resources practices.
- Substantial end-to-end recruitment and employee lifecycle management experience, preferably within a government or similar setting.
- Proven experience with HRIS processes and system functionality.
- Demonstrated ability to provide exceptional service to internal and external customers.

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

All employees in this band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Accountability and Extent of Authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions

and actions taken in this band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.

Few positions in this band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

Many positions in this band would have a formal input into policy development within their area of expertise and/or management.

Judgement and Decision Making

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist Knowledge and Skills

Typically, these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.

All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

Some positions in this band, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

Key Selection Criteria

- Degree and/or Diploma level qualifications in Human Resources or related field and/or experience in Human Resources administrative practices.
- Substantial end-to-end recruitment and employee lifecycle management experience, preferably within a government setting.
- Proven experience with HRIS processes and system functionality.
- Sound communication and interpersonal skills with the ability to work across all levels of the organisation and build strong relationships.
- High level organisational and time management skills and experience in the delivery of quality administration tasks.
- Ability to work independently to ensure solution driven outcomes.



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