

# Position Description

<b>Position title</b>	Human Resources Advisor
<b>Status</b>	Full time /Part time
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access - our vision is 'the best possible health and wellbeing for every person in the Brisbane south region'.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</p> <p><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>• Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps.</li> <li>• We share knowledge and information with and throughout our network.</li> <li>• We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>• Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital.</li> <li>• Through our partners and contracted providers we commission the delivery of services for our region's most vulnerable people, including those in need of mental health, drug and alcohol and other support services</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>This role works across the organisation to provide advice, guidance, coaching and support to people leaders across the broad range of human resources functions that positively contribute and align to organisational strategy.</p>	
<b>Accountability</b>	This position reports to General Manager Corporate Services
<b>Direct reports</b>	Nil
<b>Delegated Authority</b>	As per approved BSPHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Provide advice, guidance, coaching and support to people leaders across the broad range of human resources functions.</li> <li>• Review and develop people human resource related policies, frameworks, strategies and processes and support development of related training and human resource information system (HRIS) needs</li> <li>• Manage and resolve complex employee relations matters.</li> <li>• Positively contribute to the development of organisational strategies including Diversity, Equity, Inclusion and Belonging, the organisation’s Reconciliation Action Plan, and Operational Plan initiatives.</li> <li>• Ensure compliance with the relevant legislation including the Fair Work Act, National Employment Standards and WH&amp;S.</li> </ul>	
CAPABILITIES AND COMPETENCIES	
<p>Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group <b>Specialists, Program, Project, Unit Managers</b>.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Demonstrated HR advisory experience across all aspects including learning and development, workforce planning, recruitment, engagement, employee and industrial relations, performance management and leading change, with a tertiary qualification in HR or related discipline.</li> <li>• Experienced in policy development, implementation and process improvement</li> <li>• Demonstrated ability to support and mentor leaders and staff</li> <li>• Exceptional organisational and prioritisation skills, with the ability to deliver on multiple, diverse projects whilst maintaining an eye on the detail</li> <li>• The ability to work collaboratively and build trust with demonstrated strong interpersonal, problem-solving and communication skills</li> <li>• Proven ability to drive and support a positive culture</li> <li>• Digitally literate and systems savvy - experienced in developing HRIS to support business needs</li> <li>• National Police Check</li> </ul> <p>To comply with the <i>Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld</i>, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment</p>	
<b>Manager’s Signature</b>	<b>Date</b>
<b>Manager’s Name</b>	
<b>Employee’s Signature</b>	<b>Date</b>
<b>Employee’s Name</b>	