



POSITION DESCRIPTION

Position Title	Human Resources Advisor
Directorate:	Corporate Services
Program	People and Culture
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	4.1
Reports to	Manager People and Culture
Employment Type	Maximum-term contract (2.4 FTE)
Date of Review	16/11/2020

The Organisation

We believe every person can change, grow and rebuild their lives if they choose.

Since 1984, Windana has helped thousands of people take a new direction to lead healthy, productive and happy lives.

Windana is a leading Melbourne-based drug and alcohol treatment organisation providing holistic services tailored to each client’s unique situation, wherever they may be on their recovery journey.

We support close to 1500 people across Victoria every year by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential and complementary services.

Windana is a QIP accredited organisation currently employing over 150 highly experienced staff across multiple sites in metropolitan and regional Victoria.

Our Mission

Helping people to rebuild their lives.

Our Vision

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

Our Principles

- Provide a range of approaches and give attention to all aspects of an individual.
- Provide unflinching belief and support for individuals who wish to change and grow.
- Respect differences in culture, religion, gender, age, family situation, background and economic status.
- Commit to honesty and respect in all our relationships.
- Draw on our expertise to develop new approaches to support treatment information and community education.
- Develop processes and practices that are open, fair and honest.

What we believe

We believe that people can rebuild their lives.

Program Information

The People and Culture team is responsible for providing support, advice and education to Windana employees across the full employment lifecycle. This includes recruitment and selection, onboarding, induction, job evaluation, learning and development, employee relations, safety and engagement, and quality compliance and accreditation.

The People and Culture team has a continuous improvement ethos and encourages its team members to constantly challenge the 'norm' and explore more efficient and effective ways to work.

Position Objective

The Human Resources Advisor reports to the Manager People and Culture and is responsible for providing hands on support across all aspects of HR services to employees and managers across the organisation, such as recruitment and selection, onboarding, induction, learning and development, administration, OHS and employee relations. The role is to recruit 46 people to support Windana response to the changes created by COVID-19. Subsidised by the Working for Victoria Fund, this position is a maximum-term contract up to 16 August 2021.

Position Responsibilities

Recruitment, Selection and Induction:

- Provide advice and support to line management with all aspects of recruitment including job design, position descriptions, advertising, and classification recommendation as per the relevant employment instrument
- Undertake end-to-end support during the recruitment and appointment process
- Prepare contracts for new staff under guidance of the Manager, People and Culture
- Develop and improve processes and tools to support line managers with their recruiting efforts
- Identify and recommend innovative strategies to source potential candidates
- Coordinate on-boarding processes, including pre-employment checks in-line with relevant legislative frameworks (reference checks, police checks, WWCC and VEVO), ensure effective induction and follow-up of new appointments
- Prepare monthly workforce and recruitment activity reports for the Manager, People and Culture.

Learning and Development:

- Coordinate induction of new employees with line managers
- Coordinate and review all internal training sessions to maintain a high-quality program and ensure up to date training records and employee credentials are maintained
- Source trainers, oversee content and advertise internal training
- Deliver one-on-one and small group training and workshops including induction and compulsory training

Other General HR functions:

- Assist with COVID-19 queries, promote and take practical steps to ensure people are complying with infection prevention and control standards
- Maintain comprehensive and accurate HR records, ensuring compliance, confidentiality and accessibility of information
- Ensuring the correct application of the relevant industrial instruments in collaboration with the Manager, People and Culture
- Extract, collect, analyse and report on HR data, including quarterly turnover metrics and reporting on exit interview and questionnaire results
- Coordinate the development and implementation of staff engagement surveys and smaller ad hoc staff surveys on HR matters
- Payroll and finance data entry, administration and file creation
- Other duties as required

Key Working Relationships

Internal	External
Staff, Managers, Executive	DHHS
Clients	Unions
Quality and Safety Committees	EAP

Selection Criteria

Mandatory Skills & Competencies

- Tertiary qualification in Human Resources (or related discipline) and previous experience in a similar role working on high volume recruitment and projects
- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences
- Exceptional organisational and project management skills with strong attention to detail and a demonstrated ability to prioritise tasks and meet deadlines
- Excellent administration skills, strong attention to detail and accurate data entry
- Proven customer-centric and professional approach to building positive organisational relationships in the provision of HR advice and support.
- A warm, collaborative and consultative style
- A continuous improvement mindset
- Knowledge and experience in policy and procedure development and implementation

Desirable Skills & Competencies

- Experience working in the Healthcare, AOD or Community Services sector
- Knowledge and experience in consumer participation and/or social inclusion

Additional Requirements

All employees are required to:

- Obtain a national police check prior to employment. The same would be administered for preferred candidates.
- Register Windana as an employer with the Department of Justice for the Working with Children check before commencement
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation
- Be aware of and comply with the Windana Code of Ethics and Practice
- Have valid working right to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the individual agreement
- All positions at Windana are subject to on-going government funding.
- Salary Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Redeployment to other services or sites within Windana may be required.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____