



## POSITION DESCRIPTION

Position Title	Recruitment & People Advisor
Directorate:	CEO Office
Program	People and Culture
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level 4
Reports to	People & Culture Business Partner
Direct reports	Nil
Employment Type	Full time
Tenure	Ongoing
Date of Review	10/01/2022

<b>The Organisation</b>
<p>Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.</p> <p>Windana provides holistic, evidence-based services tailored to each person's unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.</p> <p>We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.</p> <p><b>Our Mission</b> Helping people to rebuild their lives.</p> <p><b>Our Principles</b></p> <ul style="list-style-type: none"> <li>• We believe that people can rebuild their lives.</li> <li>• We reduce the harms associated with alcohol and drug use in our communities.</li> <li>• We value individuality, and help people use their strengths and aspirations to guide their journey with Windana.</li> <li>• We embrace diversity in all its forms.</li> <li>• We acknowledge that the land on which we live and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging.</li> <li>• Our relationships are authentic, honest, and respectful.</li> <li>• We are a learning and knowledge-sharing organisation.</li> </ul>
<b>Program Information</b>
<p><b>People &amp; Culture</b></p> <p>The People and Culture team enables the Windana to deliver a high quality service to clients. We partner with managers to enable them to build strong teams and provide them with professional advice across the full</p>

employment lifecycle. We aim to continuously improve on the employee experience and quality improvement. We have responsibility for recruitment and selection, onboarding, job evaluation, learning and development, employee relations, safety and engagement, and quality compliance and accreditation

### Position Objective

Reporting to the People & Culture Business Partner, the Advisor plays a pivotal role at Windana, ensuring that the employee experience is smooth and positive, and provides support to enable an effective and efficient People and Culture function. This role also ensures the candidates and employees have a positive experience through their recruitment and onboarding processes. Working closely with the P&C Business Partner, this role will ensure that managers are well guided through the process of acquiring the right person for the right role at the right time. The Recruitment & People Advisor also coordinates responses to the HR inbox enquiries, drafts letters relating to changes of contracts, maintains recordkeeping in excel spreadsheets and on platforms like Employment Hero, and provides general administrative support to the whole People & Culture team.

### Position Responsibilities

Working collaboratively with the People & Culture Business Partner, the Recruitment & People Advisor is responsible for the following areas

#### 1. Recruitment

- assist with job design and position description development
- draft job advertisements
- post vacancies on internal and external job boards
- candidate management

#### 2. Onboarding

- Prepare contracts of employment
- Process police record checks and follow up on employee WWCC and qualifications
- Onboarding on Employment Hero HRIS, including submitting of pay and conditions that flow through to payroll module and changes of reporting lines
- Liaise with payroll

#### 3. Orientation training

- Coordinate head office orientation
- Deliver orientation training

#### 4. Contracts and change of employment

- Draft letter variations and new contracts of employment
- Liaise with payroll

#### 5. Training

- Coordinate training requirements
- Research and book training with external providers

#### 6. Record keeping

- Upload employee credentials into Employment Hero
- Maintain Employment Hero records, ensuring employee data is current and up to date
- Ensure employee electronic records are up to date
- Archive hard copy files as required
- Compile and maintain reports as required

#### 7. HR inbox

- Monitor and respond to employee queries within 24-48 hours
- Triage employee queries and refer them to other members of the team as required

#### 8. Project work

- Initially, uploading of employee credentials from paper based and electronic files to Employment Hero

- o Work with the People & Culture Business Partner and/or Organisational and Development Partner to review and streamline recruitment and onboarding process to ensure a seamless candidate and Manager experience
- o Other relevant People & Culture work and projects, as directed

### Key Working Relationships

Internal:	External:
Staff, Managers	Seek, Ethical Jobs
People & Culture team	Fair Work Ombudsman
Payroll and Finance	

### Selection Criteria

1. A tertiary qualification in Human Resources Management
2. Experience in an administrative role within people and culture, human resources team or as an internal or external recruiter.
3. Strong knowledge of MS Office Suite, particularly Word, Excel and Outlook and cloud-based applications.
4. Excellent verbal and written communication skills and a strong customer service focus
5. Attention to detail and organised with perseverance to see a job completed to high standard
6. Highly organised with the ability to prioritise workload and meet timelines
7. A team player who can also work independently as required
8. Flexible, adaptable and a problem solver
9. Commitment to work in alignment with the principles of Windana

### Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- It is condition of employment that employees must be fully vaccinated against COVID-19 to perform duties at Windana. If for any reason you are not medically eligible to be vaccinated against COVID-19, you must provide evidence of having a health condition for which obtaining a COVID-19 vaccination is contraindicated.
- 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
- A current Victorian Driver's license
- Have valid working rights to work in Australia

## General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Remuneration 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: