

## POSITION DESCRIPTION

Position Title:	Human Resources Advisor
Department:	Corporate Services Department
Contract Term:	3 years
Reports to:	Director Corporate Services
Direct Reports:	Nil
Significant Working Relationships:	Departmental Managers, Learning & Development Manager and Employees
Decision Making/ Purchasing Authority:	Purchasing within delegated limits of authority
Special Conditions:	Nil
Updated:	December 2018

## ORGANISATIONAL OVERVIEW

### HOTA, Home of the Arts.

Surrounded by parklands and a lake with Surfers Paradise as the backdrop, Home of the Arts is your place for live performances, lake-side strolls, star-gazing, cinema-watching, art and new-ideas. There's a unique outdoor stage for live events and a refreshed cafe for relaxing and connecting. Plus, all your favourites, like our cinemas, theatres and gallery.

Discover art—indoors and out. HOTA is that kind of place—where art meets life.

HOTA's brand-spanking new outdoor stage is like no other. It's at the heart of HOTA and will be a magnet for world-class artists. We believe in community, conversation and creativity, so when we're not presenting amazing live performances, we'll bring the parklands alive. Experience dance or yoga on the green, parkrun around the lake and our popular Sunday farmer's markets, all in one place.

HOTA is the home for all things creative. A home that brings people together where ideas are transformed into real life experiences. A place where art makes the world a better place.

### Our future is bright

We're building momentum for a richer, deeper arts and culture experience for the Gold Coast. There's so much more to come at HOTA, Home of the Arts. [hota.com.au](http://hota.com.au)

## DEPARTMENT OVERVIEW

The Corporate Services Department is charged with the responsibility for:

- Ensuring that Home of the Arts Pty Ltd is compliant with its statutory reporting obligations and has efficient financial systems in place resulting in timely performance reporting and accurate business forecasting.
- Business support to identify emerging issues, strategic planning, new policy formulation and review of existing policies and practices, management of business risks to ensure business continuity and compliance.
- Human resource administration, ensuring that HOTA is legally compliant with legislative requirements and within the HOTA Single Enterprise Agreement 2015.

- Strategic human resources that delivers on our Cultural promises throughout the entire employee lifecycle, creating a place where our diverse team, both current and future, want to work.
- Provision of learning, development and progression opportunities for all HOTA employees.
- Working with City of Gold Coast to ensure that the day to day operations of the precinct are delivered at the highest level. This includes overseeing all maintenance, capital works, security and WH&S operations
- HOTA requirements for Information Technology Services.

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

To demonstrate due diligence, in your area of responsibility, and to assist HOTA to fulfil its duties for WHS by:

- Acquiring knowledge of health and safety issues in your area of responsibility;
- Understanding operations in your area of responsibility and associated hazards and risks;
- Ensuring that appropriate resources and processes are used to eliminate or minimise risks to health and safety in your area of responsibility;
- Implementing processes for responding to incidents hazards and risks in your area of responsibility;
- Establishing, maintaining and supervising WHS compliance in your area of responsibility;
- Maintaining communication and consultation with workers on WHS issues;
- Supervising workers to ensure that they comply with relevant WHS requirements and taking action to address non-compliance;
- Take reasonable care for your own health and safety;
- Take reasonable care that your conduct does not adversely affect the health and safety of others;
- Comply, so far as you are reasonably able to, with instructions given for WHS;
- Cooperate with reasonable WHS policies or procedures that have been notified to you.

## POSITION OVERVIEW

- The Human Resources Advisor is responsible for embedding the HOTA Culture and aligns our organisational talent to our strategic objectives, providing critical and best practice HR support and advice to the management team. The Human Resources Advisor will partner with the Director of Corporate Services to deliver on key HR projects and day to day activity including recruitment services, on-boarding and induction, performance management, employee lifecycle changes, employee relation services and legislative compliance.

## KEY RESPONSIBILITIES

- Central point of contact for human resource and industrial relation information and services for the company.
- Support the strategic design and delivery of the communication strategy to enhance overall employee engagement and experience.
- Coordination of the recruitment, selection and appointment processes for new employees.
- Provide accurate and relevant metrics and quarterly people-based Key Performance Indicators to provide insight to the leadership team.
- Preparation of employee contracts and position descriptions in conjunction with relevant managers.
- Implementation of orientation and induction for new employees.
- Monitoring and coordinating terms and conditions changes throughout the employee lifecycle.
- Coordination of the off-boarding process for exiting employees.
- Work with the Corporate Services team to support the design and implementation of best practice HR processes and practices.
- Assist in the performance review framework for the company ensuring maintenance and coordination of the review timelines and records for all staff.

- Maintenance of HR and general workplace policies and procedures that comply with legislative and statutory requirements.
- Maintain current knowledge of modern awards, fair work and other relevant HR legislation.
- Provide advice and support to workplace employee grievances, performance management and other employee relations cases in conjunction with the relevant manager.
- Coordination of Workers Compensation, Return to Work, Employee Assistance Program and Injury Management in liaison with City of Gold Coast as Home of the Arts' Return to Work Officer.
- Maintain accurate employee personnel files.
- Oversee the implementation of a suitable electronic human resources system.
- Participate in meetings to provide updated feedback, present recommendations, and relay identification of areas requiring improvement.
- Participate as an active member of Corporate Services Department.

Note: An employee may be directed to carry out such additional duties as are within the limits of the employee's skill, competence and training.

## SELECTION CRITERIA

The position requires the incumbent to perform a diverse range of duties and the incumbent will be able to demonstrate:

- Previous experience in generalist human resources role, preferably with a customer service focus.
- Knowledge of contemporary human resource management practices.
- Knowledge of relevant federal and state legislation, modern awards and Fair Work Australia guidelines.
- Ability to maintain a high degree of confidentiality at all times.
- High level interpersonal and communication skills and a desire to build effectively relationships across teams.
- Ability to influence and mediate to deliver mutually beneficial solutions.
- Strong problem solving with the ability to balance multiple priorities, work under pressure within established time constraints, meet deadlines and objectives, and proactively take a customer service approach to activities.

## QUALIFICATIONS

- Degree qualification in Human Resources Management or similar.
- Minimum requirement of 3 years' experience in a human resources related position.
- Rehabilitation & Return To Work Coordinator Certification.

---

**Note** Copies of the above listed Qualifications / Licences / Certificates, where held by the candidate, are required as evidence on appointment.

---