



## JOB DESCRIPTION - Human Resources Advisor

Reporting to the Chief Operating Officer, the Human Resources Advisor is responsible for developing and implementing HR initiatives aligned with 1414 Degrees' overall business strategy. The HR Advisor provides generalist human resource advice and support to line managers, maintaining strong relationships and accurate HR knowledge to manage risk and assist the achievement of organisational objectives. The role works collaboratively with the management team and employees to provide valuable coordination and support to ensure all people-related requirements and objectives are met. As the only HR resource in the company, the role requires an individual who is willing and able to work across the full range of HR functions from drafting of correspondence and contracts, checking payroll, through to provision of high level advice to management. The role is offered initially as a fixed term contract for a period of 12 months, part-time 20 hours per week over 4 or 5 days.

### Key Responsibilities:

- Lead and coordinate the HR function to ensure efficient and effective HR management, policies, plans, and practices are developed and implemented, aligned to and supporting business objectives and values.
- Provide high level, timely and legislatively accurate HR advice, support and guidance to the 1414 Degrees management team.
- Undertake generalist HR functions such as recruitment, induction, health and safety, maintenance of HR policies and processes, performance management, employee relations, HR planning and industrial relations.
- Ensure compliance with all employment legislation, policies and procedures.
- Plan, supervise and manage the recruitment and selection process; advise and assist hiring managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs.
- Oversee occupational health and safety programs and equal employment opportunity programs, ensuring compliance with related statutory requirements.
- Develop effective relationships with all relevant internal, external stakeholders and employees.
- Demonstrate and facilitate team spirit and "above the line" culture in a changing environment.

### Qualifications, Skills & Experience Required:

- Degree in Human Resources Management or another relevant field.
- Proven and successful experience in a Human Resources advisory/business partner role in a dynamic/flexible/start-up environment.
- Experience coaching and guiding managers in HR policy, process and compliance with legislative requirements (including relevant awards).
- Willingness to work at both an operational and strategic level.
- Highly developed interpersonal, written and verbal communication skills, with strong stakeholder management skills and a demonstrated ability to influence and negotiate.
- Outcome focused approach and ability to establish priorities and meet deadlines.
- Ability to work in a fast paced and high performing environment.
- Previous experience within the energy industry and/or ASX listed company will be highly regarded.