

# Position Description

Supreme Court of Victoria



Position Details			
<b>Title:</b>	Human Resources Advisor		
<b>Contract:</b>	Morgan Consulting		
<b>Business Unit:</b>	Supreme Court of Victoria / Funds in Court		
<b>Salary Range:</b>	\$84,019 – \$95,329 + superannuation	<b>Grade:</b>	4
<b>Employment Status:</b>	Full Time Ongoing (38 hours per week)	<b>Last Updated:</b>	February 2019
<b>Reports To:</b>	General Manager – Funds in Court (FIC)		
<b>Location:</b>	5/469 La Trobe Street, Melbourne VIC 3000		

Position Purpose
<p>The Human Resources (HR) Advisor is responsible for providing accurate and timely HR Advice and support to managers and employees in the delivery of organisational strategic objectives.</p> <p>Based primarily at Funds in Court (FIC), this role has a generalist HR focus managing all aspects of HR including: recruitment and selection, performance management, training, administration, occupational health &amp; safety, payroll services, remuneration in and HR reporting.</p> <p>This role contributes to FIC's development and implementation strategies that support effective staffing, retention, learning and development and workforce planning. In addition, the position also contributes to the overarching workforce needs and organisational priorities of the Supreme Court of Victoria as a member of the People, Wellbeing and Culture (PWC) team.</p> <p>The position reports to the General Manager – FIC and is a team member of the General Manager's Office (GMO).</p>

Key Accountabilities
<ul style="list-style-type: none"><li>• Provide timely day-to-day HR advice and support to managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding and manage the full-range of associated processes.</li><li>• Undertake the delivery of payroll services for FIC including remuneration processing and benefits management, employee records management, superannuation advice and administration and maintenance of payroll systems.</li><li>• Support executive, management and employees in the interpretation and adherence to the Enterprise Agreement and/or applicable industrial Acts and Legislations.</li><li>• Contribute to the development and review of FIC's internal HR Policies and Procedures based on the Court's HR Policies and Procedures and provide advice to staff.</li><li>• Provide monthly workforce reporting and related analysis to the General Manager and Executive / Management on Headcount, FTE, Staff Turnover, Leave Reconciliations and other reporting as required.</li></ul>

- Contribute to the development of an attraction, recruitment and retention strategy and support the effective delivery of people management services for FIC.
- Contribute to the development and implementation of induction / orientation practices, employee involvement / engagement initiatives and equality and diversity initiatives.
- Support the implementation of effective performance management programs including high-level support for the management of underperformance.
- Provide advice on the disciplinary action process, misconduct proceedings, appeal processes and termination in accordance with relevant delegations, policies and procedures.
- Contribute to the development and implementation of a learning and development strategy that aligns with business and strategic objectives including talent management practises.
- Coordinate specific occupational health and safety requirements such as health and safety information and training, worker compensation and rehabilitation and employee wellbeing initiatives including FIC's Employee Assistance Program (EAP).
- Develop and maintain effective collaborative relationships with a range of internal and external stakeholders including Court administration staff.
- Encourage open communications and inclusiveness, lead by example and drive culture in accordance with the key values and strategic goals of the organisation.
- Actively contribute to the GMO Team and manage the implementation of process improvements, enhancements, projects within its work unit to achieve service excellence.
- Other duties, as assigned by the General Manager.

#### **Qualifications/Technical Expertise**

- Demonstrated experience in a HR Generalist / Advisor role.
- Proven ability to interpret and apply Enterprise Agreements and/or applicable industrial Acts and Legislations, HR Policies and Procedures, providing advice to management and employees.
- Demonstrated experience in payroll processing, the delivery of high quality people management services and the provision of related advice is essential.
- General understanding of the Victorian Public Service Enterprise Agreement.
- Coaching skills at both an organisational and individual level.
- Strong written and verbal communication skills and competency in the use of MS Office Suite.
- A tertiary qualification in Human Resource management is highly desirable.

<b>Key Capabilities</b>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Interpersonal Skills – Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations.</li> <li>• Organisational Awareness – Develops and implements project scopes and business activities in accordance with strategic aims and operational frameworks.</li> <li>• Policy Skills – Confidently explains complex policies to stakeholders and develops policies based on expert operational knowledge and consultation with interested parties.</li> <li>• Problem Solving – Uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.</li> <li>• Stakeholder Management – Establishes relationships with stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.</li> <li>• Strategic Planning – Contributes to strategic developments and uses strategic planning approaches to plan service details, identify resources and manage work areas in order to meet business plan and corporate objectives.</li> <li>• Verbal Communication – Explains concepts in an accessible manner and develops effective presentations, building rapport and addressing underlying motivations and issues.</li> <li>• Written Communication – Produce a range of complex technical reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to professional values and confidentiality.</li> <li>• Conceptual and Analytical Ability – Uses conceptual thinking and sound analytical approaches to support decision making in the work area.</li> <li>• Customer Focus – Builds and sustains effective relationships with customers in order to build a common understanding and address their needs.</li> <li>• Relationship Building – Acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect.</li> </ul>

## About the Supreme Court of Victoria

The Supreme Court of Victoria is the highest court in Victoria and comprises the Court of Appeal and the Trial Division. The Court deals with major criminal and civil matters, plus appeals against decisions of lower courts.

### Our Goal

To be an outstanding superior court.

### Our Purpose

To safeguard and maintain the rule of law, and to ensure:

- equal access to justice;
- fairness, impartiality and independence in decision-making;
- processes that are transparent, timely and certain;
- accountability for the Court's use of public resources; and
- the highest standards of competence and personal integrity.

Funds in Court (FIC) is a self-funded division of the Court, whereby all funds paid into Court are held, invested, and administered by the Senior Master, who is an Associated Judge. The Senior Master holds funds, investments and assets, principally for persons under disability. Please visit FIC ([www.fundsincourt.vic.gov.au](http://www.fundsincourt.vic.gov.au)) for more information on our organisational context.

## Additional Information

- Leave may be restricted during the financial year.
- Flexible working conditions may be negotiated (non- judicial staff only).
- All appointments are subject to reference checks and the receipt of a criminal record check.

## Employee Obligations

### Occupational Health and Safety

The Court aims to maintain a safe, healthy and secure work environment for the Judiciary, all employees, jurors, clients, visitors and contractors. Achieving this aim is the responsibility of all of us. We all have the opportunity on a daily basis to ensure we support health and safety practices.

### Respect in the Workplace

The Court values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. Employees of the Court must show respect for each other, the judiciary, visitors and contractors by treating them fairly and objectively and ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying.

The Supreme Court of Victoria is an equal opportunity workplace.

## Employee Acknowledgement

I acknowledge that I will comply with all applicable legislation including the Occupational Health and Safety Act, Public Administration Act, Victorian Public Service Enterprise Agreement 2016. I further acknowledge that I will abide by and perform my duties in accordance with the Code of Conduct for Victorian Public Sector Employees and the policies and procedures of Funds in Court, the Supreme Court of Victoria and Court Services Victoria (as applicable to FIC).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_