

Senior HR Advisor- CBD based

- Immediate start
- Permanent role
- State of the art office
- Supportive leadership team and great culture

Short Description: A fast paced and stimulating role in an autonomous working environment where you can have ownership and accountability.

Due to the recent business growth, we are looking for an experienced HR Advisor to work closely with our business leaders to align people and strategy.

Key responsibilities include (but are not limited to):

- Partnering with leaders to deliver best practice workforce planning, performance & competency management, cultural initiatives and retention solutions
- Act as trusted partner and consultant for all staff in all work-related matters
- Provide expert advice, coaching and guidance to the leadership team and our clients in relation to recruitment, performance management and employee grievances.
- Maintain and strengthen HR documentation and policies to promote best practice and ensure compliance with legislation.
- Coordinate career development activities (e.g. succession planning, individual career development discussions and specific training programs)
- Managing our Wellness and CSR programs
- Reporting and analysis as required

In order to be successful in this role, you should have:

- Minimum five years' experience as a senior HR Generalist or HR Business Partner within a global matrix organisation.
- A comprehensive understanding of WHS and Workcover principles – including experience in workplace investigations
- Superior communication and time management capabilities
- Ability to build rapport and establish strong business relationships with internal and external stakeholders
- Experience in facilitating organisational transitions from a Change Management perspective

- Excellent multi-tasking skills whereby you can prioritise your tasks according to level of urgency and manage stakeholders' expectations
- Strong experience in advising, coaching and stakeholder management with all management levels.
- Strong knowledge of Fair Work Act and ability to interpret award and translate for business requirements.

And in return, we will provide:

- An autonomous working environment where you can have ownership and accountability
- Professional development opportunities which will empower you and give you the opportunity to demonstrate your potential
- A high performing business culture with many career progression opportunities available for outstanding employees
- Monthly Celebrations
- Birthday day off
- Close knit team environment with supportive senior management
- Employee appreciation programs to recognise individual and team effort