

POSITION DESCRIPTION – Human Resources Advisor

POSITION TITLE:	Human Resources Consultant
DEPARTMENT:	Human Resources
LOCATION:	Head Office
ISSUED:	February 2015

REPORTS TO:	Director Human Resources ANZ
FUNCTIONAL RELATIONSHIPS WITH:	<p>Provides Guidance to:</p> <ul style="list-style-type: none"> • Payroll Co-ordinator • Line Managers • All staff <p>Receives Guidance From:</p> <ul style="list-style-type: none"> • External legislative authorities • Legal consultants • Executive management team
DIRECT REPORTS INCLUDE:	<ul style="list-style-type: none"> • n/a
SIGNIFICANT CONTACT WITH:	<ul style="list-style-type: none"> • all parts of the organisation, including liaison with other Henry Schein companies in Australia and New Zealand

POSITION OVERVIEW

This position supports the HR Director in all generalist HR activities, specifically reviewing and advising on HR policies and processes across the business, ensuring the most effective utilisation of human resources for the purpose of achieving strategic business objectives.

This role primarily acts HR Business Partner delivering operational HR advice to line managers across the business and providing the full range of general Human Resources services and activities.

JOB SPECIFICATION

Key Responsibilities	
1. Planning	Participate in HR planning and budgeting Provide key reports – HR reports and Business KPIs
2. Human Resources Information System	Set up HRIS modules Create reports from HRIS for data analysis Reporting as required <ul style="list-style-type: none"> ○ Exit Interview analysis ○ US report ○ Turnover ○ Headcount ○ EOWA ○ Other as required
3. Recruitment , Selection & Induction	Develop Recruitment, Selection and Induction procedures. Coach managers and provide ongoing support. Manage direct recruitment as required by hiring managers and partner with managers in challenging vacancies. Eg. highly specialised or regional skill shortages etc Ensure Employment Agreements are compliant and suit business needs Develop and maintain currency of Employee Handbook.

POSITION DESCRIPTION

	<p>New starters documentation Maintain personnel files and database Liaise with Payroll to track staff movements within business and changes of terms and conditions of employment. Ensure that company has 457 visa sponsorship, nomination of OS candidates and facilitate visa applications. Partner with managers on relocation process.</p>
4. Performance Review Management	Manage and maintain these processes
5. Remuneration and Benefits	<p>Maintain database of remuneration for all staff Benchmark company remuneration plans against salary survey Liaise with Payroll</p>
6. Policies and Procedures	<p>Establish a suite of HR policies and procedures Develop and roll out policies and procedures On going coaching of managers/train staff</p>
7. Employee Relations	<p>Partner with managers on providing advice on all employment relations matters and in facilitating redundancies and terminations Ensure all documentation is legally compliant and best practice Coach and assist managers in performance management processes Maintain Employment Agreements and Position descriptions for all staff Interpret award entitlements terms and conditions in changing workplace relations environment. Maintain EAP and ensure managers/staff utilisation where applicable.</p>
8. Learning and Development	<p>Manage Induction programme Assist with Training Needs Analyses, development of Training Plans and Directories and maintain training records (when required) Source and facilitate external training for TSM Develop and roll out internal training on company policies/procedures and legal compliance Deliver internal courses as required including Induction presentations.</p>
9. Workers compensation	Administration of workers compensation claims and Return to Work Co-ordination of Injured workers in rehabilitation phase.
10. Company Culture	<p>Service Recognition programmes and Team Schein awards Social activities. Assist with roll out of Culture Survey, collate and present results and assist with development of develop local Action plans together with Line Managers and roll out company wide initiatives.</p>
<p>In addition to the essential duties and responsibilities listed above, all positions are also responsible for:</p> <ul style="list-style-type: none"> • Meeting company standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work related tasks in a manner that is in compliance with all Company policies and procedures. • Adhering to Company policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments 	

POSITION DEMANDS

- Will include some overnight interstate travel.
- Involves managing multiple tasks and activities at the same time.
- Includes working to deadlines

POSITION DESCRIPTION

QUALIFICATIONS & ATTRIBUTES	
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of 5 years previous experience in a Generalist HR role, with a proven track record in working as a HR Business Partner or Snr Consultant to deliver contemporary HR practices. • Must have experience in a medium to large sized business. • Understanding of Payroll processing requirements would be an advantage
EDUCATION	<ul style="list-style-type: none"> • Must have bachelor's degree tertiary qualification in Business, HR or similar. • High level of computer proficiency in MS Office suite of applications and HRIS.
SPECIALISED KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Must have high level of competence in dealing with all employee relations matters. • Must have strong background in HRIS and other HR tools. • Must have experience in developing and conducting training. • Must be a confident and have the ability to coach others and share knowledge and learnings • Must have commercial acumen and sound HR generalist knowledge
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Must be well organised and able to juggle multiple tasks - dynamic, and action-orientated, who meets deadlines and makes it happen. • Must have ability to build and maintain relationships and work confidently with people at all levels • Must possess an enthusiastic and approachable personality. • Must be an excellent communicator (written and verbal) with the ability to earn trust and credibility. • Must have ability to influence, network, negotiate, counsel and mediate • Must have ability to demonstrate a high degree of confidentiality • Must have ability to work independently and take initiative, but also must be enthusiastic team player. • Must be willing to accept responsibility and make decisions based on experience, education and understanding of business needs and culture.

CODE OF CONDUCT & ORGANISATIONAL VALUES
<p>Henry Schein Halas and its team Schein members are mutually responsible for the success of the business. The company promises to create an environment in which all TSM can realise their full potential. In return all TSM are expected to make contributions that positively impact our customers, our shareholders, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"> • conduct to the highest degree of ethics and integrity • creative thinking and openness to new challenges • appreciating diversity in the workplace and treating everyone with courtesy and respect • effective communication, which is open and honest • modelling best practice and leadership <p>Company values and standards are detailed in the "Values of Team Schein " and Worldwide Business Standards Booklet.</p>