

PEOPLE ADVISOR

MAY 2025

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POSITION SUMMARY

Location:	Parkville (Hybrid working available with 2-3 days onsite)		
Functional area:	People Experience and Wellbeing		
Classification/ Salary:	\$95,000 base + 11.5% super + access to \$15,900 NFP and meals/entertainment salary packaging		
Job level:	3		
Reports to:	Chief People Officer		
Employment type:	Full time (1.0 FTE)		
Employment length:	Permanent, subject to funding		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

The People Advisor is a multifaceted role that will proactively partner with the leadership team and staff in designated client groups to ensure that the people needs of the groups are being met and initiatives and strategies are being imbedded.

The role will also own and manage the People Partnering systems, support operational employee lifecycle processes and collaborate with the Head of People of Safety and Wellbeing.

People Experience and Wellbeing

The People Experience and Wellbeing team support around 650 staff employed by Orygen and the University of Melbourne who work under the Orygen brand. Support of people related issues includes specialisations spanning; business partnering, talent acquisition, reward, organisational development, work health and safety and volunteer engagement. The team support staff in both clinical and non-clinical positions, who work in geographically disbursed locations across Australia

POSITION FOCUS

	Key responsibility area	Percentage
1	Business Partnering	30%

REVOLUTION IN MIND

2	Employee Lifecycle Support	30%
3	Systems and Processes	20%
4	Safety & Wellbeing	10%
5	Other	10%

POSITION KEY RESPONSIBILITY AREAS

1. Business Partnering

- Working within a business partnership model, provide professional business-focussed support and guidance to designated client groups.
- Develop and maintain positive and effective partnering relationships with leaders and their people to identify implications of strategic and business plans and respond to trends, emerging business issues and needs.
- Coach leaders in designated client groups to have conversations with impact.
- Lead and deliver business as usual /annual people and culture initiatives in designated client group (for example performance).
- Support our leaders with action planning initiatives identified through engagement surveys and pulse surveys.
- Provide routine operational advice on the interpretation and application of relevant employment legislation, EBAs, Modern Awards and human resource policies and procedures. Ensure that advice is aligned with the appropriate industrial instruments depending on employer.
- Provide initial advice and support to client groups on safety and wellbeing related items, including reporting, incident and injury management and issues resolution
- Provide proactive support for case management of employee ill health/mental health issues, performance management, conduct issues, grievances and investigations driving positive changes in the management of people and performance.
- Provide professional strategic and operational HR advice on the interpretation of HR policies and procedures and employment legislation.
- Managing change processes, providing the supporting risk analysis and constructively challenge decisions which are not in the best interest of the business.
- Assist with regular reporting and updates, particularly in relation to any key emerging issues or specific people cases.
- In conjunction with the talent acquisition business partners, facilitate effective workforce planning to identify the capacity and capability of the business to deliver its objectives.
- Identify new opportunities for people and culture to add value to the business and to support effective implementation of strategies, policies and procedures.
- Escalate high risk and/or sensitive matters to Head of People Partnering in a timely manner.
- Maintain detailed and accurate employee file notes and records.

2. Employee Lifecycle Support

You will manage the employee lifecycle support for your designated functional areas and as required support the Coordinator across all functional area.

General

- Manage and maintain the people assist email, calendar and shared drive.
- Respond to daily enquiries in a professional and timely manner.
- Act as the first point of contact to people leaders and employees on employee life cycle matters, leave entitlements etc.
- Respond to third party requests relating to employees e.g. statements of service, confirmation of employment, loan/rental application references etc. in a timely manner.
- Maintain organisational data ensuring it accurately reflects structures and roles including our organisational charts and HRIS system.
- Produce a range of standard and custom reports to support internal and external reporting requirements as requested.

Onboarding

- Prepare and issue contracts of employment and supporting documentation using appropriate templates and meeting services level agreements (SLAs).
- Coordinate the work rights and credentialing requirements.
- Monitor online onboarding processes including pre-employment checks (police check and working with children's check, COVID-19 vaccination status etc) for new employees ensuring that they are completed prior to commencement.
- Accurate data entry into HRIS to successfully flow through to the payroll system.
- Liaise with managers to ensure successful onboarding experience.

Offboarding

- Coordinate the departure process
- Liaise with managers to ensure a successful offboarding experience.

Ongoing

- Maintain employee personal details, records and employment information in the HRIS system and share drive personal files.
- Manage the work rights and credentialing requirements, renewal requirements for existing staff ensuring checks are completed by the required date.
- Coordinate the parental leave and position variations processes, prepare and issue contract variations, letters and other documents as required.
- Accurate data entry into HRIS to successfully flow through to the payroll system.
- Monitor contract end dates ensuring renewals are actioned within agreed timelines.

3. Systems and Processes

- Manage and be the main point of contact for all Employment Hero and Fit2work related issues including; maintaining super user status, supplier relationship, team training, system changes and updates.
- Manage the quality of employee records & files ensuring people documents are maintained in a consistent, contemporary system to meet internal stakeholder and audit needs.
- Develop and maintain auditing process for accurate data entry into Employment Hero to successfully flow through to the payroll system.
- Document key people and culture processes working in collaboration with other stakeholders as appropriate.
- Assist with the development and implementation of a contemporary, comprehensive and cohesive suite of employee experience and wellbeing policies and procedures.
- Contribute to developing and disseminating a range of reports to inform and support management decision making.

4. Safety and Wellbeing

- Support the running and administration of safety and wellbeing meetings and committees.
- Respond to safety and well-being related queries.

5. Other

- Provide effective P&C advice and support on operational matters.
- Update and maintain people experience and wellbeing intranet pages.
- Develop and maintain excellent working relationships with staff and key stakeholders.
- Collaborate with people experience and wellbeing colleagues to share good practice, ensure an integrated and consistent approach to the delivery of services and provide cover for colleagues as necessary.
- Contribute to a range of people experience and wellbeing initiatives and projects as required.
- Assist with developing and implementing a contemporary, comprehensive and cohesive suite of people experience and wellbeing policies and procedures.
- Document key people experience and wellbeing processes working in collaboration with other stakeholders as appropriate.
- Act Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

- When required, act as a mentor to the People Coordinator in their skill development and HR knowledge.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • A relevant tertiary qualification in human resources management.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Experience in a similar role or looking to step up and use your current business engagement experience to manage your own client groups. • Demonstrated experience of developing and maintaining positive and professional working relationships • Has highly developed oral and written communication skills and has experience working effectively with a range of people across all levels of an organisation. • Demonstrated problem solving/analytics skills with the ability to deliver creative solutions. • Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic environment. • Experience in the use of the Microsoft Office suite of applications and HRIS software. • Experience interpreting with Modern Awards and EBA's. • Experience in addressing complex and sensitive people issues. • Experience working within health, not for profit or similar would be beneficial.
Personal attributes	<ul style="list-style-type: none"> • Highly collaborative, will contribute to positive team and organisational culture. • Be flexible to step up and provide support where needed. • Ability to exercise judgement and know when to ask for help. • Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly. • Display our core values and be supportive, empathetic, non-judgmental and discreet in all interactions with colleagues. • Ability and openness to take onboard feedback and adjust working style accordingly. • A learning mindset where you want to enhance and develop your skills via mentoring and on the job training. • A customer service ethic and demonstrated ability to maintain excellent customer and client relations. • Highly organised, demonstrates initiative and is outcome focused. • Strong attention to detail. • Approachable, sense of humour and can-do attitude.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • People Experience and Wellbeing team • Managers and supervisors • Client groups • Employees • Internal support functions e.g. Marketing, Corporate Services, Business Technology Solutions and Finance
External	<ul style="list-style-type: none"> • University Partners • Partner Organisations • Service providers • Candidates • Help desk teams related to P&C systems

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- A current Victorian driver's licence (desirable)
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]