

HUMAN RESOURCES ADVISOR (Part time – 3 days, flexible work arrangements)

Location: Sydney Olympic Park

The Australian Paralympic Committee (APC) helps Australians with disabilities participate in sport and compete at the Paralympic Games through partnerships with governments, business, sporting bodies and the community.

The APC is responsible for the preparation, selection, management and participation of Australian Teams at Summer and Winter Paralympic Games and other nominated international events. APC membership comprises of National Federations (NF's) and National Sporting Organisations for the Disabled (NSODs).

The APC recognises the Paralympic Games as its most important events and directs its financial and technical resources towards ensuring that Australia achieves the best possible results across all sports at Paralympic Games. Through the application of its values, the APC demonstrates that it understands, upholds and respects the Paralympic spirit, which is to achieve sporting excellence and inspire and excite the world.

You can find more information about the Australian Paralympic Committee here - <http://www.paralympic.org.au/>

What is the Australian Paralympic Committee looking for in their Human Resources Advisor?

Someone with the experience to develop and manage the human resources function, you will be responsible for providing generalist human resource guidance and support to the managers and staff of the Australian Paralympic Committee. Your success in the role is largely attributed to building strong relationships and coaching managers to plan and implement all aspects of people management, including recruitment, OHS, performance management and learning and development. You will pride yourself on ensuring records, documentation and compliance in relation to employees are maintained to a high standard.

What does the Human Resources Advisor do?

Working closely with the team at the Australian Paralympic Committee, your experience in Human Resources will see you work with managers to develop and implement HR solutions that align to the business needs and strategy. You will coach managers on effective management of recruitment and selection, staff grievances, performance management, performance reviews, learning and development and OHS.

You will have experience in providing advice regarding employment conditions, policies and entitlements, and will be able to generate general correspondence as and when required. Your understanding of relevant employment legislation will ensure ongoing compliance throughout the organisation.

You will manage the annual performance review process and work with managers to implement the performance management framework. You will ensure training is undertaken within the centralised budget and in line with the strategic direction of the company.

Coaching managers through the recruitment process, from writing position descriptions and job ads through to supporting the induction process is key to this role, as is your confidence in generating employment agreements for all new starters.

You will have an understanding and awareness of Workplace Health and Safety in the work environment and be comfortable ensuring compliance in this area.

Your role will also be integral in the Paralympic Games where you will work on Health and Safety, training and general staffing requirements. Other ad hoc projects will arise from time to time and your experience as an HR professional will be invaluable.

To be successful, you will need to –

- *Respond quickly to matters as they arise and deliver in a timely manner*
- *Quickly build relationships with managers in the business and staff at all levels, showing your ability to support and educate in all areas relating to HR*
- *Ensure employee documentation is update to date and in line with legislation*

You will be expected to have –

- *A Bachelor's degree in Business, HR management, or related field*
- *A minimum of 3 - 5 years' experience in Human Resources*
- *Strong knowledge of current Australian employment law; experience in providing employment law advice to managers and working with external legal counsel*
- *Excellent written, organisational, interpersonal and communications skills*
- *The ability to build strong relationships at all levels*

You will be -

- *A person who acts professionally*
- *Discrete and able to maintain confidentiality*
- *Someone who uses their initiative, is proactive and a great problem solver*
- *Able to prioritise competing demands*
- *A self-motivator who can work independently but also collaborates well as part of a team*
- *A person who exercises sound judgement*

Are you interested in the role?

If this sounds like you, please submit your application via email;

If this sounds like you, please submit your application via
applications@leftfieldsportsolutions.com.au

To have a confidential discussion and find out more about this exciting opportunity, contact Paul Bruce on 0407 426 592.

In your application, you should include a covering letter with your resume and *provide an indication of the remuneration you are expecting.*

Applications close at 5:00pm Monday 18 September