



## Role Description

### Senior Human Resources Advisor

#### About the Organisation

Since its inception in 1991, Noosa & District Landcare Group Inc. (NDLG) has been operating as a community non-for-profit organisation supporting the restoration of the Noosa and surrounding regions. Unlike many traditional landcare groups, our business model has evolved so that NDLG can provide a range of professional, fee-for-service work and project delivery that supports local community engagement and broad investment.

#### About the Role

With a current workforce of around 65 employees, and up to 30+ volunteers, the position of Senior Human Resources (HR) Advisor will play an influential and rewarding role in leading the human resources function and ensuring a positive work environment at NDLG.

You will collaborate closely with the leadership team in shaping and delivering the organisation's HR strategy and direction, driving talent management and employee engagement, and supporting the professional development of employees across the organisation.

This role involves reviewing and implementing human resource strategy, policies and management initiatives to support NDLG's operational requirements and strategic goals.

The position will be responsible for the efficient and effective delivery of all HR activities, incorporating human resource policy, industrial relations, talent management, compensation and employee benefits, professional training and development, performance management and succession planning.

You will carry out your responsibilities in accordance with the NDLG values, culture statement and workplace regulations, demonstrating a commitment to ethical behaviour, accountability, integrity, and professionalism.

#### Key Responsibilities

- Ensure HR operations, policies and procedures are tailored to the needs of the organisation, ensuring compliance with relevant legislation, regulations and best practices.
- Design, consult, and manage organisation-wide workforce planning and development activities and processes, including identifying talent gaps, and preparing strategies for attracting, retaining, and developing employees.
- Provide expert advice, coaching, case management, and support on all HR and industrial relations matters, including workplace policies, grievances, disciplinary matters, investigations, termination, anti-discrimination, equity and diversity, and conflict resolution.



- Manage the recruitment and selection process, including job advertisements, reviewing, updating and creating role descriptions, assisting with candidate interviews and offer negotiations.
- Manage, coordinate and facilitate employee lifecycle processes, including induction/onboarding, career pathways, training and development programs and individual plans, performance planning, succession planning, and exit/off-boarding management.
- Ensure the training and development programs and workforce planning activities have regard to any relevant obligations or requirements under existing training programs such as Skilling Queenslanders for Work Programs (SQW), and/or other project-related training needs.
- Implement programs to support employee engagement and foster a high-performance culture.
- Monitor employee health and well-being, developing and implementing initiatives that foster a positive workplace culture.
- Manage industrial relation matters and ensure compliance with all industrial relations laws and regulations as they relate to NDLG.
- Provide specialist advice and support to the payroll function (including wages, Award and Agreement interpretation, employees, general payroll enquiries) including backup Payroll function as may be required.
- Manage the HR information systems, and provide regular reporting and HR metrics as required.
- Provide evidence-based advice to the leadership team proposing competitive base and incentive pay programs, and reporting that monitors employment costs and productivity levels.
- Contribute to the outcomes and work program of the Work Health and Safety function as required.
- Stay informed about trends and developments in HR and industrial relations and adjust HR strategies and policies accordingly.
- Attend NDLG Management Committee and Executive Management Team meetings for HR related briefings and reporting, as required.

**Knowledge, Skills and Abilities/Qualifications:**

- Qualifications in Human Resources, Business, Business Administration, or relevant discipline and / or demonstrated combination of relevant experience and training.
- A proven track record of success in a senior role demonstrating 3+ years' of broad generalist HR experience.
- Excellent knowledge of HR best practices, strategic and operational, and employment law and regulatory requirements.
- Strategic thinker with the ability to develop and implement HR initiatives that align with business objectives.



- Strong communication, interpersonal, negotiation and conflict resolution skills, with the ability to build relationships and influence stakeholders at all levels of the organisation.
- Excellent organisational and time management skills with attention to detail.
- Strong analytical and problem-solving skills.
- Strong computer literacy in Microsoft Office Suite and in handling data and reports, with experience in HRIS and/or learning management systems highly regarded.
- Ability to manage multiple projects on time and on budget.
- Possession of a Blue Card (Queensland's Working with Children Check) as administered in accordance with the blue card system and regulated by the relevant Queensland legislation.

**Role review and potential for career progression:**

The Senior HR Advisor role is a newly established permanent position within the NDLG organisational structure and reports to the Administration and Finance Manager. The role will be required to engage, collaborate and work closely with the Executive Management Team, departmental managers and supervisors in successfully delivering the HR program, including the implementation of several priority projects in the first twelve months after appointment to the position.

In view of the recent establishment of the role, the NDLG proposes to review the HR function, the role's position within the organisational structure, its performance, reporting relationship, responsibilities and delegations, after the initial 12 months of operations. Subject to the outcomes of the review, there is potential for this position to be re-evaluated and possibly invited to join the Executive Management Team.

**This position reports to:**

- Administration and Finance Manager (or their designee).

**This position works directly with:**

- Executive Management Team.
- Managers, project officers, supervisors.
- Payroll Officer

**This position liaises with the following as relevant to the role:**

- All employees.
- Volunteers.
- External organisations.



**Hours:** Three days a week/8 hour a day = 24 hours per week

**2-days in office; 1-day work from home**

This is a hybrid role with contact hours in the office (onsite) and working from home (WFH) arrangements subject to negotiation and formal agreement by management.

Any working arrangements will be subject to ongoing review and must always meet the business requirements of NDLG.

Whilst this is a hybrid role, for operational reasons, the contact hours for the first 4 months after an appointment will be required to be in the office.

**Salary:** Salary \$80,000pa pro rata + superannuation

**Benefits:**

Joining NDLG means becoming part of an organisation with strong environmental and indigenous cultural values, and a focus on sustainable resource management and conservation.

You will be offered:

- Competitive remuneration and generous salary packaging options – including salary sacrifice to superannuation or portable electrical equipment you may use for work (eg. Mobile phone/laptop).
- A permanent senior role with opportunities for career progression and professional development.
- Opportunity to work for a recognised employer at a highly respected environmental community-based organisation.
- A workplace that is set in a tranquil bush setting with parking on site.
- A culture which strives to support diversity and inclusivity.
- Flexible work arrangements working within operational requirements.
- Leave provision which includes 17.5% annual leave loading, and 2 weeks paid parenting leave upon 12 months service.
- Health and wellbeing programs and Employee Assistance Program with access to 24/7 confidential counselling service, and in-house Mental Health First Aiders.
- 10% discounts on products at Hinterhub and on Native Plants.
- Free attendance at Noosa & District Landcare's *Landcare Link-Up* workshops series.