



Senior People and Culture Advisor



Role Type

Permanent
Full time
Reports to: Principal People & Culture Advisor
Supervises: N/A



Salary

Classification: AO6
Salary Range:
\$4,592.00 per f/n minimum
\$4,904.00 per f/n maximum



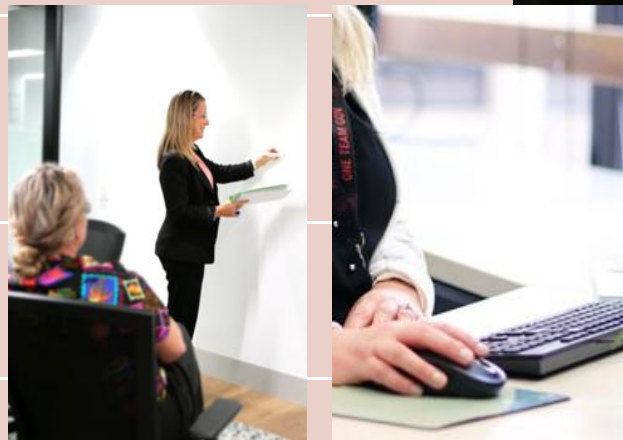
Workplace Location

Parliament House, Brisbane



Division

Strategy, Policy, and Planning Division



About the Queensland Parliamentary Service

The Queensland Parliamentary Service supports the Legislative Assembly, its committees, and 93 Members of Parliament who represent communities across the State. Our team operates from the parliamentary precinct in Brisbane and supports 97 electorate offices across the State spanning from Barron River to Currumbin and Mount Isa.

Parliament's role includes forming Government, making laws, overseeing revenue and expenditure, scrutinising Government activities, and representing Queensland citizens through elected Members.

The vision of the Parliamentary Service is to be the innovative leader in the delivery of parliamentary services in the Westminster world.

The Parliamentary Service currently has four organisational divisions: Strategy, Policy, and Planning, Assembly and Committee Services, Corporate and Electorate Services, and Property and Facilities Services.

People and Culture (P&C) lies within the Strategy, Policy, and Planning Division and works closely with the Payroll Services team and Finance and Administrative Services teams, in the Corporate and Electorate Services Division.

About the Role

The Strategy, Policy and Planning Division comprises the following service areas:

- Information Technology Services
- People and Culture
- Strategy, Policy, and Planning Secretariat



The primary role of the Division is to plan for and to drive the development and implementation of Strategy and Policy, so the Parliamentary Service is best positioned to achieve its goals and fulfil its vision.

The primary objectives of the role are:

- To provide a range of general people and culture support services and advice that supports regulatory compliance and fair practice, via a high quality, customer focused delivery model that spans across a diverse organisation.
- Participate in, and where appropriate lead, key projects aimed at advancing people and culture policies and processes that underpin effective workplace relations and business partnering, ensuring improved support for leaders and staff.
- To build trusted relationships with Members, staff, other business stakeholders and shared service clients to enable the provision of effective and valued people and culture service, advice and support that meets organisational requirements.

Duties & Responsibilities

Key responsibilities of the role include:

- Provide expert HR advice and support to Members, managers, and staff across a range of functions, including case management, performance management, and other people related processes.
- Service as the primary point of contact for Members, staff, and the Executive Leadership Team. on workplace relations and general people and culture matters.
- Assist with the management of workers' compensation and rehabilitation programs, including acting as Rehabilitation and Return to Work Coordinator.
- Prepare letters, submissions, briefing documents, policies and correspondence with a high attention to detail.
- Drive continuous improvement of people and culture processes and systems, responding to and raising opportunities for service enhancement.
- Coach and support line managers to foster effective and proactive people management.
- Mentor peers and team members and pursue personal and professional development through ongoing learning and networking.

Role Requirements

Professional Qualifications

- While not mandatory, a degree and/or recognised qualifications in a discipline relevant to human resources, industrial relations, or a related area, is highly desirable.
- Accreditation for the role of Rehabilitation and Return to Work Coordinator, or preparedness to undertake this accreditation, is a requirement.



Skills, Knowledge and Abilities

1. Demonstrated ability to interpret, apply and provide sound advice on legislation and policy in relation to people management.
2. Proven ability to lead the management of complex workplace relations cases in employee relations, industrial relations and workplace health and safety contexts.
3. Proven employee relations and advanced case management skills dealing with complex and sensitive issues.
4. Proven ability to advise, influence and collaborate with managers, vendors, customers, employees and other stakeholders to build robust relationships and successfully deliver key initiatives.
5. Demonstrated written and verbal communication skills to explain complex concepts and influence stakeholders.

To be eligible for the position you must:



Be an Australian Citizen or reside in Australia and have permission, under the Commonwealth Law to work in Australia.



Be willing to certify that you have read the physical and well-being requirements and will advise if any reasonable adjustments need to be considered made.



Be willing to certify that you will not during the course of your employment, engage in any political activity which would:

- jeopardise or diminish confidence in you by Members of Parliament; or
- impede you from efficient and effective performance of your duties.

Additional Information

Information Security

- The occupant of the position may, through the course of their employment, have access to many sources of information. When dealing with information of the Parliamentary Service, employees are not to access, use or release information without an official purpose related to the performance of their duties and then only in accordance with Parliamentary Service policy.

Employment Screening

- The successful applicant will be required to submit a National Criminal History Check prior to appointment. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. All personal information obtained in the application process will be treated confidentially and held securely by the Parliamentary Service.



Our Values



Organisational Chart

