

# THE ENGAGED SPACE

[www.theengagedspace.com.au](http://www.theengagedspace.com.au)

Outsourced HR Management

HR Consulting

DIY HR

## SENIOR HR CONSULTANT

**Reports to:** Managing Director

### **The Business**

The Engaged Space, partners with local businesses, to improve business performance through contemporary and practical people management strategies. Working across a range of industries we enable businesses to access advice and provide hands on support to manage workplace issues to reduce HR risks and contribute to building high performing workplaces. We provide businesses with access to specific one-off support and ongoing HR Management services to suit their specific needs.

### **Purpose**

The Senior HR Consultant has a critical role in leading the delivery of expert quality advice and hands on support to meet our individual client needs. With a strong understanding of the Australian Industrial Relations system and Modern Award interpretation, the role will be a pivotal contributor to team objectives by supporting business leaders in relation to legislative, performance and best practice HR strategies. The role will enable our clients to attract talent, undertake performance, investigative and disciplinary management processes, development of employment agreements, policy and procedure to set the employment expectations, documentation management to assist compliance and other generalist HR needs.

### **Key Role Outcomes**

- Achievement of strategic and financial goals through the effective delivery of client services and internal projects and initiatives that contribute to the growth of business.
- Our clients comply with employment legislation and minimise their employment risk, through obtaining our advice and support to interpret and implement the relevant Modern Awards and other legislative requirements.
- Our clients have access to best practice tools and resources that are delivered specific to their needs.

- Our clients attract talent to support their business, through our bespoke recruitment solutions that offer solutions such as end to end recruitment services, through to elements such as screening or onboarding.
- Clients receive an extraordinary amount of value through generalist HR services and supports that are informed by contemporary research and up to date developments.

### **Competencies**

- Customer/Stakeholder Focus
- Strategic Thinker
- Builds Collaborative Relationships
- Epitomises Professionalism
- Achievement orientated
- Excellent Interpersonal Skills
- Drives Business Excellence
- Strong legislative understanding

### **Work, Health and Safety**

The role has the responsibility for participating in workplace health and safety activities. This is inclusive of

- identifying, assessing and appropriately mitigating risks
- providing adequate WHS information, instruction, training and supervision to employees where required
- applying procedures for dealing with incidents and emergency events; and
- maintaining appropriate workplace safety records.

### **Corporate Responsibilities/Requirements**

- Demonstrate professional workplace behaviours and a commitment to positively represent the business.
- Abide by organisational policies and procedures.

### **Person Capabilities**

#### Essential

- Demonstrated experience in a senior level generalist HR role, including supporting organisational development, performance management and recruitment.
- Experience in creating and implementing people and culture initiatives.
- Solid understanding and ability to navigate Modern Awards and the Australian Industrial Relations system.
- Flexible and adaptable to deliver on client needs as part of a small team.
- Highly developed communication, interpersonal, negotiation and conflict resolution skills
- Solutions focussed.
- Strong time management skills and ability to manage competing demands.
- A pragmatic and common-sense approach to HR and business.

#### Desirable

- Tertiary qualifications in Human Resources Industrial Relations is highly regarded
- Return to Work Coordinator training is highly regarded