



Job Profile: Human Resources Consultant

Company Overview

Particularly People is a fresh and dynamic human resources consulting company. Our partnership model propels you to realise your business goals through great people.

We provide specialised people management strategies, tools, processes and solutions for your business, which unleashes potential, creates growth and generates profitability.

Core Team Values: Ingres ANZ Region

1. Go the extra mile: 'Can-do' attitude; Near enough is not good enough; Exceed expectations; Climb over the challenges; Venture beyond your comfort zone; Just have a go

2. Act with integrity: Tell the truth; Deliver the promise; Professional and ethical business conduct; Take the best decision at the time; Provide honest feedback.

3. Care for others: Show empathy; Seek first to understand; Look out for each other; Collaborate and share ideas; Give back to the HR Profession; Support communities in need

4. Enjoy life: Take time out for family and friends; Laugh each day at work; Find the positive in a difficult situation; Have a focus outside of work; Cherish your health and well-being.

Role Purpose

The purpose of this role is to provide a high level of people solution expertise and customer service to a client group of 300 people within the organisation.

Key Responsibilities

This role will take responsibility for the core areas of:

- Recruitment & Selection
- Remuneration & Benefits
- Learning and Development
- HR Administration
- Talent Management
- Employee Relations
- Management & Leadership

Key Performance Measures

- Absenteeism
- Employee Survey
- Retention

Job Specific Information

Organisational Unit:	Human Resources
Department:	Human Resources
Cost Centre	0011
Reporting to:	General Manager, Human Resources
Position Type:	Full time (with flexibility for part time work of 4 days per wk)
Work Location:	Sydney
No. of Direct Reports & Position/s:	1 – Human Resources Advisor
Budget p.a.(Revenue & Expenses)	Expenses \$200k
Other requirements	Interstate Travel (2 times per month)

Required Attributes

Knowledge, Experience and Qualifications

- Degree in Business, Commerce, HR
- Minimum 4 years experience post grad in an HR Advisor role
- Experience in a service environment
- Experience negotiating with unions
- Understanding of Australian employment law
- Understanding and application of best practice HR
- Experience in coaching and business partnering

Skills, Competencies and Behaviours

- Ability to form strong business relations across all levels of the organisation
- Relate to the needs of the “many”
- Ability to work hand-on whilst also take an umbrella view
- Dynamic, action-orientated individual, who makes it happen as promised
- Highly effective and creative written and verbal communication
- Ability to influence and build an effective network
- Ability to coach others and share knowledge and learnings
- Exercise high degree of confidentiality
- Self motivated and managed
- Strong service delivery ethos

Key Relationships, Stakeholders and Communication

Internal

- Sales, Marketing and Finance teams
- Payroll
- HR Team
- Procurement

External

- Legal Firm
- Recruitment Agencies
- HR Consultants
- Union

**Key
Responsibilities**

Tasks and Duties

1. Recruitment & Selection	⇒ Participate [Insert]
2. Remuneration & Benefits	⇒ Maintain [Insert]
3. Learning & Development	⇒ Act [Insert]
4. HR Administration	⇒ Develop [Insert]
5. Talent Management	⇒ Implement [Insert]
6. Employee Relations	⇒ Manage [Insert]
7. Management & Leadership	⇒ Ensure [Insert]