

Graduate – People Advisory

Title: Graduate People Advisory	Reporting To: Lead Business Partner – People Advisory
Portfolio: People and Culture Business Unit: People Services and Transformation	Direct Reports: Nil
Enterprise Agreement	HAMA (VIC Public Sector) (Single Interest) EA 2021 – 2025)
Classification	HS2
Employment Type	Fixed Term, Full time
Location	720 Swanston Street, Carlton. This role is hybrid as per OHV policy and based on operational requirements.
Key Stakeholders	Internal: OHV Managers; People & Culture team; Payroll. External: external service providers

Position Purpose:

The People Services and Transformation Team delivers People/HR Advisory services across employee life cycle, strategic business partnering and people transformation enablement, health, safety and wellbeing strategy, and advisory and claims management.

The Graduate – People Advisory role provides administrative support across the employee lifecycle, assisting the People Services and Transformation Team to deliver effective people and culture initiatives. This role is designed to develop foundational operational capability within the People and Culture portfolio whilst contributing to high quality, compliant and customer-focused HR/People services

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

Administration and Systems support

- Manage the HR Inbox and People Assist inbox, including assigning tasks/cases to People Advisory Partners in line with Portfolio areas (where appropriate).
- Provide accurate and timely HR administrative support across the employee lifecycle.
- Process the Employee Change Requests submitted by leaders and partner with the Payroll Team in ensuring that these are actioned within the relevant system/s. (eg. SAP).
- Update the Directory Manager (Active Directory) ensuring all changes are accurate and timely.
- Prepare standard HR documentation such as contracts, letters, reports
- Support managers with HR Portal queries.
- Manage the Compliance Review List (Working with Children checks, Fixed term contracts, etc.)
- Support frontline managers with the onboarding of new employees and providing guidance during the probation period.
- Support the implementation of HR Systems and processes, including updating current system and processes to ensure processes are effective and provide operational efficiency.
- Manage HR content on Intranet to ensure currency and relevancy of information
- Partner with the broader People and Culture team in the development and implementation of initiatives as per People Plan
- Support and assist with People Matter survey and other relevant surveys

Employee Relations Support

- Provide Generalist HR advice to frontline managers including first-level support for employee and manager HR enquires, escalating complex matters to People Advisory Partners as required
- Support compliance with workplace policies, procedures and legislative requirements.

Reporting

- Prepare monthly data extract for People Scorecard and other relevant scorecards as required
- Prepare People Reports to track data and Key Performance indicators as required (eg. Workforce Deep Dive).
- Prepare quarterly People Assist reports

- Undertake other reasonable duties as requested ensuring effective and timely completion.

Generic:

- Model behaviors that demonstrate the Victorian Public Sector and the OHV Way in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role Requirements:

Knowledge and Skills

- Understanding of Australian employment legislation and industrial relations frameworks
- Proficient in MS Office
- Proficient verbal and written communication
- Organisational and time management skills
- High level of attention to detail and accuracy
- Ability to maintain confidentiality and exercise discretion and escalate where appropriate

Experience

- Experience in a customer-focused or administrative environment desirable

Qualifications, Certifications and Other Requirements

- Completion of (or near completion) of a tertiary qualification in Human Resources, Business, Psychology or related discipline.