

Position Description

Date: 4 March 2026

SECTION 1: POSITION IDENTIFICATION

Position Title: Human Resources Advisor

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Manager Human Resources

Positions with direct responsibility to this position: Nil

Classification Level: 4

SECTION 3: KEY RESPONSIBILITIES

Strategic and operational leadership of human resources at Rural Health West, including leadership, coaching and advice to all levels of staff across the organisation, and in particular extensive liaison with members of the executive and operations management teams.

Oversight and coordination of employee training and development.

Actively support and contribute to the development of a culture consistent with the values of Rural Health West.

SECTION 4: POSITION RELATIONSHIPS

The Human Resources Advisor reports directly to the Human Resources Manager, with a dotted line to the Business Operations Manager. This position may be required to act as proxy for the Human Resources manager, attending the Operations Committee and when required, other Committees (such as the RAP and Mental Health and Wellbeing Committees).

SECTION 5: STATEMENT OF DUTIES

The Human Resources advisor will carry out the following duties:

- Supports the Human Resource function, providing practical HR and Employee Relations advice to Managers and staff.
- Providing advice on award and employment legislation and ensuring compliance with Fair Work legislation and relevant awards.
- Assisting with performance management and conduct issues.
- Assisting in managing any grievance/complaint including Whistleblower complaints.
- Assisting with the recruitment and onboarding of new staff, including supporting the preparation of employment contracts.
- Supporting engagement and retention initiatives.
- Review existing and develop new organisational policies and procedures, ensure contemporary best practice is maintained.

- Support HR projects and contribute to HR reporting.
- Foster a culture of strong staff engagement aligning with the values of Rural Health West and support activities to roll out the Staff Engagement Survey action plans.

Training and Development:

- Work with Operations Committee to identify employee learning and development needs aligned to organisational requirements, in line with the annual budget allocation.
- Work with Operations Committee to ensure budget is spent effectively and equitably.
- Establish and maintain a system of employee training records.
- Review the current induction program for all new staff members.
- Support and evaluate in-house training and development activities.
- Support a professional development review and discussion process, e.g. Individual Professional Learning Plan (IPLP) for employees.
- Provide advice to employees on development opportunities, mentoring or external training courses.
- Prepare and provide reports for the CEO summarising information about the training provided, funds spent, and which training and development objectives have been met.

SECTION 7: SELECTION CRITERIA

- Tertiary degree in Human Resource or related discipline or a diploma in HR.
- Demonstrated experience in a HR generalist or advisory role.
- Strong knowledge of Australian employment legislation and awards.
- Highly developed interpersonal skills and communication skills.

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four Values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner]

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 3: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____ Date: _____
Manager Human Resources

Signature: _____ Date: _____
Business Operations Manager

Signature: _____ Date: _____
Chief Executive Officer