



# HR Advisor

This role is responsible for all aspects of Block's Human Resources services.

## REPORTS TO

Managing Director

## ROLE REQUIREMENTS

8-12 hours per week across 2 work-days, Monday and Wednesday

## SKILLS AND EXPERIENCE

Thorough working knowledge of the principles of HR best practice, approx 3+ years experience delivering generalist activities to teams and leaders across the entire HR life-cycle

Great communicator with and strong interpersonal skills

Flexible, reliable and work with a high level of enthusiasm

Tertiary qualified

Self motivated

Able to operate autonomously and contribute positively in a close knit creative team

Good sense of humour and easy-going

## GENERAL RESPONSIBILITIES

### **Recruitment / Induction**

Manage the recruitment and selection process and execute all recruitment activities for Block (advertisements, screening, interviews, reference check, offer, contract)

Develop, analyse and maintain accurate job descriptions

Manage induction of new hires

### **Internship program**

Manage Block internship program

### **Employee relations**

Ensure Block complies with relevant workplace laws and regulations

Maintain the Block employee record systems



**People and performance management**

Facilitate Block's performance review process  
Promote a high performance culture that emphasises our brand  
Manage any performance issues  
Assist Block leaders inspire the people they work with  
Uphold and promote Block's values and philosophy relating to ethics, integrity and corporate responsibility  
Maintain the Block flat reporting structure  
Provide employee counselling  
Maintain an open door policy in relation to staff issues  
Actively seek staff feedback to ensure Block is a great place to work

**Training and development**

Assess training and development needs of staff and execute as required  
Develop and monitor action plans with staff to promote job and career development in line with Block's strategy

**OH+S & employee wellness**

Manage workplace safety issues to promote employee safety, welfare, wellness and health  
Ensure First Aid procedures are implemented and followed  
Implement and coordinate the Injury Management System  
Manage Workers' Compensation claims and return to work programs if required

**Payroll and Administration**

Assist in answering payroll-related queries  
Manage staff leave requirements  
Update and maintain staff personnel files  
Assist and analyse data for annual salary reviews

**Organisational development**

Policy development and documentation  
Assist with Block Summit development activities  
Maintain Block HR procedures document  
Recommend HR best practice changes to the Managing Director prior, along with a plan for implementation

**Employee exit**

Conduct exit interviews & facilitate exit process  
Manage employee terminations and redundancy

**General project and Block administration**

Maintain up to date timesheets  
Keep emails filed and regularly backed up  
Adhere to Block processes, policies and procedures

