

POSITION DESCRIPTION

Role Title	HR Advisor
Reports to	HR Manager
Roles reporting into this role	N/a
Award and Classification	Social, Community, Home Care and Disability Services Award 2010, Social and Community Services Worker, Level 4
Purpose of the Role	<p>The primary purpose of the role of the HR Advisor is to assist Butterfly to achieve a high performing, highly motivated and fully engaged employee workforce that is well-managed throughout its employee life cycle. As part of this purpose, the HR Advisor will help Butterfly to build a respectful, collaborative, open and innovative culture.</p> <p>This role will support Butterfly's managers, teams and individuals as the organisation grows and changes. Butterfly has a growing workforce team of around 70 permanent employees plus casuals and volunteers. Key areas of accountability include recruitment and onboarding, staff engagement and retention, and HR administration.</p>
Accountabilities and Responsibilities	<p>Recruitment and Onboarding:</p> <ul style="list-style-type: none"> • Conduct recruitment for all business teams, providing support for managers with preparation of position descriptions, advertising, coordinating interviews, preparing interview guides, and evaluating candidates. • Prepare letters of offer, contracts and associated employment documentation. • Coordinate with IT support, payroll and other office staff to ensure that equipment, facilities, IT and premises access are set up. • Coordinate staff induction and onboarding training with relevant managers and other key staff. • Support managers and new starters with probation period monitoring and review. <p>Staff Engagement and Retention:</p> <ul style="list-style-type: none"> • Support managers to conduct ongoing performance reviews and appraisals, as well as provide support with performance management as required. • Conduct and analyse the results of the annual staff satisfaction survey, and support manager in identifying and implementing continuous improvement based on areas identified in analysis. • Support senior leadership team to devise and deliver staff engagement events and activities, and recommend other ways to develop staff engagement, and to encourage behaviours that support the preferred organisational culture. <p>HR Administration:</p> <ul style="list-style-type: none"> • Handle all HR administration including recruitment inquiries, working with children checks, clinical staff proof of registration, proofs of qualifications and other checks as required. • Maintain and update all documentation and HR records associated with the employee lifecycle. • Manage the employee exit/separation process, liaising with managers and employees to ensure all stages of the process are completed in a timely and effective manner. • Proactively review and recommend updates to HR policies and procedures in line with employment legislation and best practice.

	<ul style="list-style-type: none"> • Build up understanding of more complex areas including performance management, disciplinary procedures, workplace grievance procedures and investigations, conflict management and compliance breaches, with a view to providing support with these matters in the future. • Support the HR Manager with the development and implementation of new HR projects and initiatives. • Support the HR Manager with HR strategic and operational planning and reporting. <p>Values and Behaviour:</p> <ul style="list-style-type: none"> • Formally and informally promote the staff code of conduct and Butterfly values. • Role model to a high standard the policies and procedures, values, and the culture that Butterfly wants to build - a respectful, collaborative, open and innovative culture.
<p>Selection Criteria</p>	<p>Essential</p> <ul style="list-style-type: none"> • At least four years' experience in a HR generalist role or other highly relevant role in a similar environment – i.e., small to medium sized not-for-profit. • Knowledge of employment standards and fair work legislation. • Experience in interpreting and implementing written HR policies and procedures. • Demonstrated ability to be thorough, methodical, and accurate, outstanding organisational skills and ability to work in a highly dynamic environment with competing priorities. • Experience administering an HRIS or another HR database. • Intermediate skills with MS-Office suite including good practical understanding and demonstrated ability with Word, Excel and PowerPoint functionality. • Well-developed communication and interpersonal skills including the ability to work and communicate effectively with stakeholders at all levels of the organisation. • Demonstrated ability to maintain confidentiality and adhere to high professional standards. • Ability to work autonomously and self-motivate. • A basic understanding of what the terms 'positive body image' and 'healthy eating behaviours' mean, coupled with the ability to learn quickly. <p>Desirable</p> <ul style="list-style-type: none"> • An HR qualification and membership of the Australian HR Institute. • Experience in a similar not-for-profit or charitable NGO environment.
<p>Other requirements</p>	<p>At all times:</p> <ul style="list-style-type: none"> • Conduct yourself in a professional manner. • Have exceptional interpersonal relationship skills and a positive attitude • Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims. • Follow Butterfly's policies and procedures. • Follow/participate in occupational health and safety measures. • Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users. • It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass) and Police check. • All staff should be aware of and actively uphold the Butterfly values

BUTTERFLY

Overview	Butterfly Foundation is the national charity for all Australians impacted by eating disorders and body image issues, and for the families, friends and communities who support them. Butterfly changes lives by providing innovative, evidence-based support services, treatment, and resources, delivering prevention and early intervention programs, and advocating for the needs of our community.
Vision	All people in Australia can live free of eating disorders and negative body image.
Mission	We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected.
Values	Compassion Commitment Collaboration Initiative Excellence Integrity
Goals and Priorities	<p>Goal 1 – Reduce stigma and increase help seeking</p> <ul style="list-style-type: none"> • Listen to, amplify, and advocate for the voice of lived experience • Increase public awareness and understanding • Grow our digital presence <p>Goal 2 – Work to prevent eating disorders from developing</p> <ul style="list-style-type: none"> • Deliver accessible evidence-based information and support • Deliver and expand whole of school (5-18 years) based education • Collaborate on innovative service offerings in universal prevention and early intervention <p>Goal 3 – Improve treatment and support</p> <ul style="list-style-type: none"> • Establish evidence for residential treatment as a component of the eating disorder system of care in Australia • Implement and evaluate programs and services which address gaps in care • Assess gaps in the system of care and advocate for change to address them <p>Enabler 1 - Improve and maintain high employee engagement Enabler 2 - Diversify funding sources Enabler 3 - Strengthen government relations Enabler 4 - Improve operational effectiveness (systems & processes) Enabler 5 - Maintain and improve service excellence Enabler 6 - Embed diversity and inclusion principles across the organisation</p>

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: <https://butterfly.org.au/who-we-are/reconciliation-inclusion/>.