



Role Description

Senior HR Advisor

Cluster	Industry
Agency	Greyhound Welfare and Integrity Commission
Division/Branch/Unit	Business Operations
Location	
Classification/Grade/Band	9/10
Role Number	50060765
ANZSCO Code	223111
PCAT Code	2224991
Date of Approval	April 2017

Agency overview

The Greyhound Welfare and Integrity Commission (the 'Commission') is an independent statutory body, constituted by the Greyhound Racing Act 2017. The Greyhound Welfare and Integrity Commission is responsible for the supervision and regulation of the NSW greyhound racing industry, including upholding high animal welfare standards, overseeing the integrity of greyhound racing, and monitoring and enforcing compliance with its regulations.

The Greyhound Welfare and Integrity Commission plays a vital role in building trust in the NSW greyhound racing industry through the development and implementation of an enforceable code of practice for greyhound welfare and the Greyhound Racing Rules, development and operation of whole of life cycle tracking system for registered greyhounds and a comprehensive registration and accreditation scheme for industry participants.

Primary purpose of the role

Manage the provision of HR consultancy and advisory services across a range of human resource areas such as recruitment, change management, learning and development, workforce planning, Work Health and Safety, organisational design, performance, industrial relations and talent management to support the operation of the Commission.

Key accountabilities

- Lead and promote the development, implementation and operation of a comprehensive range of human resource capabilities across the Commission, aligning frameworks, policies, processes and projects to the strategic plan and objectives of the Commission.
- Manage end-to-end employee life cycle including recruitment, induction and onboarding,
- performance management, separation and exit interviews
- Work collegially with the Senior Leadership Team to proactively assess and validate potential human resource risks, in order to formulate effective management and mitigation strategies.
- Foster and maintain relationships with key stakeholders internally and externally, and act as an interface between the Commission and the Department of Industry.

- Act as a HR champion, facilitating a positive culture of best practice HR management across the Commission, providing high level, accurate and timely advice and information to the Senior Leadership Team and staff.
- Mentor and lead junior staff with an emphasis on professional development in order to build capability and promote a positive culture.
- Develop new policies and procedures that drive and support the strategic direction of the department.
- Prepare correspondence and briefings for a broad range of stakeholders on key human resource and employment relations matters.

Key challenges

- Manage a wide range of internal stakeholders with diverse priorities and expectations, to achieve a consistent and cohesive approach to human resource services which reflects and supports the objectives of the Commission.
- Embedding a culture of human resource best practice and governance across the Commission to deliver fair, transparent and sustainable business outcomes.
- Working collaboratively and proactively to identify and develop corporate service efficiencies across the Commission in order to provide support to Commission front line staff.
- Exercising sound judgment, empathy and discretion when dealing with sensitive and complex HR matters to support harmonious business environments.

Key relationships

Who	Why
Internal	
Senior Leadership Team	<ul style="list-style-type: none"> • Provide policy advice to inform decision-making on management issues. • Give frank, accurate and objective advice in face of strong, contrary views • Work collaboratively to identify and develop solutions to complex HR issues. • Receive feedback regarding performance and respond in a thoughtful and considered way

Who	Why
External	
Industry associations, racing industry controlling bodies, police, local Governments	<ul style="list-style-type: none"> • Provide advice with regard to legislative changes, regulatory compliance programs and strategies, program implementation and to engender support.
Government agencies and stakeholder Groups	<ul style="list-style-type: none"> • Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.

Role dimensions

Decision making

The incumbent is a source of authority on HR legislation and policy, responsible for the quality, integrity and validity of generalist HR advice and services for the Commission and must exercise their delegated authority in an ethical professional manner

The incumbent acts autonomously and must consider the risks and consequences of decisions and recommendations made.

The incumbent must understand, interpret and apply legislation and policies and adapt or identify gaps, develop new strategies and recommend changes.

Reporting line

Project Manager

Direct reports

Support Officer, Grade 3/4

Budget/Expenditure

TBA

Essential requirements

- Extensive experience in contemporary human resources management, including relevant qualifications or equivalent. This includes extensive knowledge and experience workforce planning and supporting the development and implementation of workforce strategies, and the management of end-to-end employee lifecycle.
- Proven capacity to implement Human Resource initiatives including the capability to plan, manage change, improve performance and project manage.
- Demonstrated high level management capabilities including the ability to develop, support, manage and report on multiple projects to a range of stakeholders.
- Highly effective communication skills (verbal and written) including ability to prepare briefs, reports and submissions, interpersonal capabilities and demonstrated ability to work collaboratively with a variety of stakeholders, including the ability to build and maintain professional relationship
- Demonstrated evidence of identifying, leading and implementing improvements in HR business processes and enhanced outcomes
- Well-developed analytical skills including the ability to analyse and interpret information, prepare written reports, deal with challenges creatively and achieve business focused solutions.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Act to prevent and report misconduct, illegal and inappropriate behaviour Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation