



Position Description

Position Title: HR Advisor
Classification: Non Award
Reports To: Manager HR Business Partnering

About CPL

CPL – Choice, Passion, Life is the leading provider of integrated support, therapy and advice for people living with a disability in Queensland and Northern New South Wales, and their families. We work with our clients at every stage of their lives. We deliver the very best support, guidance, technology and understanding possible, so people can achieve the things that matter the most to them. We know that given the right opportunities, people can grow beyond expectations and create amazing lives. It's why we refuse to compromise in chasing the best lives for our clients, and ourselves.

Our Vision

An inclusive society for all people.

Our Purpose

To provide services for people with physical disability so they can lead the life they choose.

Our Difference

Our attitude is what makes us different. We're hopeful, determinedly enthusiastic and down-to-earth. When it comes to disability, we know one size does not fit all, which is why the CPL team ensure every effort is made to accommodate individual goals and needs.

The CPL Way

We are a business with a heart. Our values of client focus, respect, inclusion, integrity, excellence and courage drive us to:

- Understand the person
- Give great service
- Work together
- Find better ways

We embody The CPL Way in our daily work life by:

06.03.06.356.00	Effective: June 2019	Page 1 of 3	ISO9001
Approved by: Manager PLC	- Uncontrolled when printed -	Review Date: January 2021	



Position Description

- Demonstrating understand the person by asking open questions, knowing other's strengths and how to use them, appreciating other's deliverables and stressors, reserving judgement and focusing on understanding.
- Demonstrating give great service by asking questions to clarify outcomes to be achieved and by providing options to achieve those outcomes. Identifying expected impacts of any change on internal and external clients and by focusing on how we make this happen safely and effectively.
- Demonstrating work together by actively seeking out information, respecting the stage of the process, looking for ways to help and enhance outcomes and understanding what others are trying to achieve.
- Demonstrating find better ways by talking through issues respectfully, involving clients in identifying issues and designing solutions, looking beyond the sector and Australia for solutions, challenging the status quo and making it easier for clients and staff.

Position Purpose

Our emphasis is on providing quality value added services to all levels of the organisation in managing their Human Resource needs. To provide contemporary advice and guidance to management and staff regarding policies and procedures that will enhance performance and foster people development.

To support continuous improvement in the business performance of the People, Learning and Culture team and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

- Provide advice and coaching aligned with The CPL Way and contemporary HR practices to management, staff, and People, Learning and Culture team in regards to the application of policies and procedures, change management, people development, Employee Relations matters and interpretation of the Awards, Fair Work Act and National Employment Standards.
- Conduct workplace investigations aligned with contemporary HR practices, including but not limited to interviewing and the writing of reports with clear conclusions and recommendations.
- Administer the effective utilisation of the Human Resource Information System and ensure maintenance of records and files.
- Work collaboratively within the team on a range of Employee Relations initiatives and projects aligned with the People, Learning and Culture Strategic Plan. Assist in the development of CPL's plans, policies and procedures and any matters that relate to people development activities.
- Assist Management with evidence based preparation in Fair Work Commission matters when required.
- Contribute to the review, implementation and training of policies and procedures based on relevant legislation and contemporary HR practices.
- Undertakes other responsibilities as required and directed by Manager HR Business Partnering.

Supplementary Responsibilities

- Embodies The CPL Way in daily work life (see first page).

06.03.06.356.00	Effective: June 2019	Page 2 of 3	ISO9001
Approved by: Manager PLC	- Uncontrolled when printed -	Review Date: January 2021	



Position Description

- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops. Keep up to date with developments, legislation and regulations relevant to human resources.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Key Customers

- Reports directly to the Manager HR Business Partnering.
- Liaises internally with People, Learning and Culture team, local and head office staff, administrative teams, and management teams.
- Liaises externally with service providers, other not-for-profit organisations and corporations.

Selection Criteria

Applicants must address the following criteria in writing to be considered for this position:

- Proven ability to interpret legislation, regulations, awards, industrial agreements together with policies and procedures, and well developed knowledge of and experience in the application of contemporary HR practices.
- Ability to interact proactively with management and staff at all levels of the organisation in the resolution of HR issues.
- Demonstrated competence in conceptual, analytical and problem solving skills, including well developed research skills.
- High level written and verbal communication skills.
- Intermediate skills in Microsoft Office and HRIS experience.

Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Tertiary qualification in Human Resources Management or a related field and demonstrated relevant professional experience.
- Eligibility to meet the requirements of a Department of Communities and Commission for Children and Young People and Child Guardian criminal history screening.

06.03.06.356.00	Effective: June 2019	Page 3 of 3	ISO9001
Approved by: Manager PLC	- Uncontrolled when printed -	Review Date: January 2021	