



**HR GENERALIST**

**JOB & PERSON SPECIFICATION**

**AUGUST 2021**

<b>Position title:</b>	HR Generalist
<b>Reports to:</b>	Human Resources Manager

<b>Job Summary:</b>	<p>As a vital member of the Human Resources Team, this role will support people, safety, compliance and service initiatives for our retail stores and support functions. This role will focus on identifying and implementing strategies, ensuring initiatives and solutions are applied well, bringing meaningful impact on the engagement and experiences of our people at the Barossa Co-op.</p> <p>The HR Generalist is responsible for providing accurate and timely HR advice, support and service to our managers and employees. Performing this role with a mindset of collaboration and partnership will support us in achieving our objectives and living our Barossa Co-op Values.</p>
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<b>Key Position Requirements:</b>	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>• Participate in HR planning and budgeting on an annual basis</li> <li>• Ensure KPI data is uploaded in the roster planning system to support cost management</li> <li>• Work with key leaders to ensure all HR activities are consistent with business needs</li> </ul> <p><b>Roster and Payroll Systems:</b></p> <ul style="list-style-type: none"> <li>• Manage the roster program consistently within the delegation of authority standards – ensuring accuracy in data set up and management</li> <li>• Create reports from systems as required</li> </ul> <p><b>Recruitment, Selection and Onboarding:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain best-practice recruitment programs for the Barossa Co-op consistent with our values as a community supporter and employer</li> <li>• Coach managers and provide ongoing support at all phases of the recruitment process</li> <li>• Partner with the business leaders in the recruitment programs</li> <li>• Develop and maintain currency of the Employee Handbook</li> <li>• Support the maintenance of the internal Employee Hub (Intranet)</li> <li>• Ensure that contracts of employment are compliant and accurate with Award and Fair Work obligations</li> <li>• Ensure that changes to conditions of employment are managed within the payroll process accurately and on time</li> </ul> <p><b>Performance review management:</b></p> <ul style="list-style-type: none"> <li>• Support leaders in the probationary assessments and ongoing performance reviews during the employment life cycle</li> <li>• Support the HR Manager in the development of a formal performance and development system</li> </ul> <p><b>Remuneration and benefits:</b></p> <ul style="list-style-type: none"> <li>• Ensure that Award entitlements are correct in their application – in practice and the payroll process</li> <li>• Ensure that the roster and payroll systems are updated accordingly and timely to award or NES changes</li> </ul>
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**Key Position Requirements:**

Policies and Procedures:

- Lead and support the establishment and maintenance of policies and procedures as required
- Roll out policies and procedures as required ensuring consultation with critical stakeholders
- Ongoing coaching of key personnel and employees as required

Employee Relations:

- Partner with key personnel on providing advice on all employment relations matters and in facilitating stages in the employment life cycle
- Ensure all documentation is legally compliant and of best practice standard
- Coach and assist managers in performance management processes
- Maintain employment contracts and position descriptions for all employees
- Interpret award entitlement terms and conditions
- Maintain EAP and ensure utilisation where applicable

Employee Development:

- Manage the onboarding program
- Assist with training needs and the development of training plans for all employees
- Develop and facilitate internal training programs on policies and procedures as required.

Workers Compensation and Return to Work:

- Administration of workers compensation claims
- Key responsibility as the return-to-work coordinator of injured workers ensuring compliance of our employer obligations

Company Culture:

- Live the Barossa Co-op Values – as a leader and influencer of a positive culture and team environment
- Support social activities conducted across the whole organisation
- Assist with the rollout of actions and activities including but not limited to culture surveys, team feedback, development, and growth initiatives
- Develop action plans together with key stakeholders in the rollout of company-wide initiatives

Inter-Department relationships:

- Always ensure a positive and supportive relationship with all personnel
- Investigate issues as requested with full transparency to the HR Manager
- Collaborate with the essential functions including finance, marketing, inventory management, retail leadership and business systems team to execute key activities and events

Professional Behaviours:

- Uphold the Barossa Co-op's Values at all times
- Attend training sessions as required.
- Abide by The Barossa Co-op policy on EEO and Harassment in the workplace  
Follow procedures concerning grooming, performance and conduct standards, workplace health and safety, emergency procedures and all other policies and
- procedures as detailed in the employee handbook
- Ensure Company, Customer and Staff information or transactions are kept confidential during or after employment with the company

Efficiently perform any other reasonable duties as required by management accurately and on time.

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>● Lead by example in performing safe work practices and manual handling techniques following The Barossa Co-op Workplace Health, Safety Policy</li> <li>● Comply with policies, procedures, and your employee obligations at all times</li> <li>● Report any health or safety hazards, faults, repairs, cleaning needs and accidents to your Manager</li> <li>● Ensure all equipment is kept in good working order and used only for the intended purpose. Report all broken or damaged departmental equipment to your Manager and record it on the appropriate maintenance report form</li> <li>● Contribute to cost control through energy conservation, proper storage of all materials and use of equipment per operating standards and manufacturer's specifications</li> <li>● Be fully conversant with departmental emergency evacuation procedures</li> </ul>
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<b>Knowledge, Qualifications and Skills</b>	<p>Experience:</p> <ul style="list-style-type: none"> <li>● Significant previous experience in a Generalist HR role, demonstrating expertise in working as an HR Business Partner delivering contemporary and grounded HR practices</li> <li>● Experience in interpreting and applying the General Retail Industry Award is essential to this role</li> <li>● Understanding payroll processing requirements is essential</li> <li>● A high standard of quality, integrity and ethics is mandatory</li> </ul> <p>Education:</p> <ul style="list-style-type: none"> <li>● A Degree or tertiary qualification in Business or Human Resources is required</li> <li>● Training in payroll systems would be an advantage</li> <li>● Experience in Microsoft Office, including Excel, would be an advantage but not essential</li> </ul> <p>Specialised knowledge and skills:</p> <ul style="list-style-type: none"> <li>● The ability to partner with an empathetic approach with a considered commercial mindset is essential</li> <li>● Must have high levels of competence in dealing with all employee relation issues</li> </ul> <p>Personal attributes:</p> <ul style="list-style-type: none"> <li>● Strong influence, network, negotiation, counsel and mediation capabilities required</li> <li>● Have a positive approach and openness to new ideas and change</li> <li>● Have superior interpersonal and reporting skills, both written and verbal</li> <li>● Ability to manage multiple tasks with professionalism</li> <li>● Always demonstrating a high degree of confidentiality</li> <li>● Ability to effectively communicate with all personnel, developing relationships based on honesty, integrity and trust</li> <li>● Must have an enthusiastic and approachable personality</li> <li>● Be an excellent communicator (written and verbal) with the ability to earn trust and credibility</li> <li>● Must be willing to accept responsibility and make decisions based on experience, education and understanding of business needs and culture</li> <li>● Demonstrated commitment to The Barossa Co-op Values and principles and those of Community Co-operatives</li> </ul>
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<b>Performance Standards</b>	<ul style="list-style-type: none"> <li>• Work by our Barossa Co-op Values</li> <li>• Conduct self with the highest degree of ethics and integrity</li> <li>• Be open to creative thinking and new challenges</li> <li>• Modelling best practices and leadership and at times</li> <li>• Customer (internal) satisfaction levels</li> <li>• Compliance with company policies and procedures</li> <li>• KPI's as determined by the Human Resources Manager</li> </ul>
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<p><b>Physical Requirements of the role:</b></p> <ul style="list-style-type: none"> <li>• This position may require some physical activity with the incumbent capable of using appropriate safe lifting and manual handling techniques.</li> <li>• Frequent walking and climbing of stairs, bending and reaching forward, and lifting overhead may be required.</li> </ul>	
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<b>Other Comments</b>	<p>This Job Description intends to provide you with guidelines for the duties and responsibilities associated with the position. However, this role will invariably change and evolve to suit organisational needs and requirements. The expectation is that you accept the direction required to fulfil the business needs. This may include additional duties and responsibilities not currently specified within the job description. Reporting structure may also alter. Consultation will occur in the event of any expected change.</p>
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## HOW TO APPLY

Applications should be addressed to Hannah Way. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.