

## Position Description

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<b>Position Title:</b>	People Advisor
<b>Team:</b>	People Team
<b>Reporting to:</b>	Director People
<b>Employment Status:</b>	Full-time or part-time, ongoing

## About Unison

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Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We improve housing outcomes by leveraging our culture, partnerships, experience and our approach to innovation to create secure, sustainable homes and facilitate support and choice for people to positively engage in their community.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing – a good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

## Position overview

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Unison's People Team acts as a trusted partner across all departments to deliver strategic people experience and programs. The People Team ensures everyone's voice is heard at Executive levels, champions change and supports and empowers our people towards high performance.

Reporting to the Director People and working closely with the People and Recruitment Coordinator, the People Advisor works closely on the ground with Unison's managers and staff across all sites to advise on and support their end-to-end people needs, including recruitment, engagement, wellbeing, performance and HR expertise.

## Position responsibilities

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- Partner with staff and managers across Unison's various locations to understand their needs, support their operational goals and drive the effective delivery of people initiatives
- Deliver and embed the People Team programs across Unison to help support an industry-leading, employer of choice people experience
- Work with the Director People on workforce capability uplift, identifying new capabilities befitting an evolving organisation and sector
- Provide expert HR/ER advice to all members of staff, including the application of Unison's policies, procedures, enterprise agreements, Fair Work legislation, employment contracts and other relevant industrial instruments

- Manage performance concerns, including disciplinary, performance management and investigation processes, in a timely, fair and transparent manner in line with Unison's policies and procedures, escalating to the Director People as required
- Oversee and, where possible, pre-empt Unison's resourcing and recruitment needs, working together with the People and Recruitment Coordinator to efficiently close any gaps
- Oversee the delivery of Unison's induction and onboarding program by the People and Recruitment Coordinator, ensuring new starters are provided with a welcoming and seamless introduction to Unison and their role to hit the ground running
- Together with the Director People, lead the implementation of Unison's annual leadership and capability programs for all staff
- Provide advice on Unison's positive duty requirements for psychological and physical wellbeing and evolving ER landscape, making recommendations to the Director People for policy changes as required
- Participate in and champion People Team initiatives to encourage organisation-wide engagement
- Ensure the People Team's systems and workflows are efficient and reflect the organisation's needs, recommending and leading changes as required
- Oversee Unison's internal and external reporting cycles, such as WGEA, incidents and engagement
- Report on the People Team's impact and performance measures
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community
- Be flexible and undertake any other duties as reasonably directed

## **Key selection criteria**

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- Experience in people or HR business partnering with an ability to quickly become a trusted and reliable support person on the ground
- Experience leading the successful implementation of and embedding contemporary people initiatives and programs, including in the fields of wellbeing, leadership and development
- Understanding of HR/ER processes, including applying fair and transparent judgement and the application of natural justice
- Exceptional professional written and verbal communication skills, with an ability to influence and engage with people at all levels of an organisation
- An ability to quickly build trust, rapport and collaboration across a diverse workforce
- Knowledge of enterprise agreement cycles, including processes surrounding negotiation, bargaining and communications
- High level of self-awareness, resilience, autonomy, attention to detail and personal organisation
- Certification in human resources, coaching, organisational development or equivalent experience

## **Safety and wellbeing**

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Staff may be required to interact with Unison's tenants and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

## **Employment conditions**

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All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

## **Equal employment opportunity**

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Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTIQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.