# Principal Human Resource Advisor

Customer Service Branch

## About the role

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| **Salary range and classification** | Per Annum - $126,608 - $135,758Per Fortnight - $4,852.90 - $5,203.60Plus, super and leave loading benefits.Classification level AO7 |
| **Employment type** | Flexible full time |
| **Contact officer** | Adam Ainsworth, Regional Director (Northern)PH: (07) 4421 8710 |
| **Primary location** | 445 Flinders Street, Townsville, QLD, 4810 |
| **Reporting** | Reports to Regional Director (Northern) Direct reports – 2 |
| **Job ad reference no**  | QLD/571945/24 |
| **Closing date** | Friday, 5 July 2024 |

## Why join TMR?

Transport and Main Roads' (TMR) vision is to create a single integrated network accessible to everyone. We are delivery focused, united by our purpose to make a difference to the lives of Queenslanders.

Every day is different and so are our teams. We foster an inclusive workplace culture and will support you to grow and develop in your career while maintaining a healthy work-life balance.

TMR is committed to reconciliation and creating a workplace that empowers Aboriginal peoples and Torres Strait Islander peoples to thrive.

We strongly encourage applicants from all life experiences and backgrounds to apply.

Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

## Key responsibilities

The purpose of the Principal Human Resource Advisor is to provide expert, business focussed human resource management advice, consultancy and support services on a wide range of complex human resource and change management issues in the Customer Service Branch in order to enhance business outcomes and support the achievement of corporate goals.

Some of your responsibilities will include:

* Provide high quality strategic advice to the Regional Director, Regional Management Team and Divisional and Corporate HR Specialists on key human resource management and change management issues impacting on business and corporate objectives.
* Educate, coach, and enable team leaders and managers to support their ongoing responsibility for effective and proactive people management with the business units.
* Present concise, high quality and timely correspondence and submissions of a complex nature on the full range of people management issues within the region.
* Prepare submissions and represent the business units, Division or Department on matters referred to relevant tribunals (e.g., Human Rights, Equal Opportunity Commission, Anti-Discrimination Commission Queensland, Industrial Relations Commission, Office of Public Sector Merit and Equity), ensuring the application of relevant policies and procedures including the Departmental case management model.
* Actively contribute as a member if the Department’s HR Network and provide leadership from a regional perspective in the collaborative development and implementation of corporate HR policies, strategies, and processes.

## About you

We recognise and celebrate that everyone is unique and seek the applicant best suited to the role. We will assess your experience, knowledge and acquired skills, as well as your potential for development and your personal qualities. To thrive in this role, you will need to demonstrate the following:

### Mandatory qualifications and conditions

* Due to this role having access to sensitive data, a criminal history check will be undertaken prior to appointment to the role.

### Requirements of the role

* Demonstrated knowledge of relevant legislation, enterprise agreements, awards, policies, and practices, in relation to contemporary human resource practice, particularly within the Queensland Public Sector.
* Demonstrated experience in case management, including experience managing workplace conflict, performance issues, disciplinary matters, and non-work related injury/illness.
* Ability to apply advanced negotiation and problem-solving skills in maintaining positive employee relations in a complex industrial environment, including employee entitlements, dispute resolution and complaint management.
* Shows resilience and can navigate ambiguity to deliver outcomes in a complex and changing environment.
* The position is located in the Townsville regional office; however, the location of the role may be flexible, upon negotiation.
* Travel within Northern Region is an expectation of this role, and there will also be some additional travel within Queensland.
* Applications remain current for 12 months from the closing date and may be considered for appointment to identical or similar vacancies within Queensland.

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| **Important information for applicants** | Recommended applicants will be subject to pre-employment checks before an offer of appointment. Refer to the Applicant guide for more information. |
| **How to apply** | Please apply through Smart Jobs and submit a written statement (maximum two pages) along with a current resume or CV (maximum five pages) that provides specific examples of your work history and experience that demonstrate your ability to undertake the key responsibilities of the role. |



The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At TMR, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.