# Senior Advisor (Workforce)

## About the role

|  |  |
| --- | --- |
|  **Branch** | RoadTek |
| **Salary range and classification** | Per annum – $113,144 to $121,056 p.a.Per fortnight – $4,336.80 to $4,640.10 p.a.Plus, super and leave loading benefits.Classification level AO6 |
| **Employment type** | Permanent full time |
| **Contact officer** | Jodie Fisher, Principal Advisor (Workforce) – phone: (07) 3066 5318 |
| **Primary location** | Negotiable |
| **Reporting** | Reports to Principal Advisor (Workforce)Direct reports – Nil |
| **Job ad reference no**  | QLD/574131/24 |
| **Closing date** | Tuesday, 09 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.

## About us

RoadTek is a commercial business within the Department of Transport and Main Roads. We provide transport infrastructure solutions for projects across Queensland. We are a multi-disciplined organisation with accreditation to national and international standards. This means we value respect, safety, diversity, and inclusion.

## Key responsibilities

In the role of Senior Advisor (Workforce) you will provide specialist IR/HR advice to RoadTek business unit managers to enhance business delivery capability through the effective use of workforce resources.

Some of your responsibilities will include:

* Provide advice and support to senior managers and local leaders on complex and non-complex case management matters, including discipline processes, employee grievances, medical management, attendance management and performance management.
* Provide advice and support on resourcing and workforce management issues and develop appropriate solutions in consultation with senior managers and local leaders.
* Advise on and support the implementation of strategies to enhance leadership, technical expertise and business management capability within the RoadTek workforce.
* Provide internal coaching to managers to develop their human resources and people skills.
* Develop, maintain and foster strong relationships and partnerships with internal clients and external stakeholders and providers, with a focus on two-way communication.

## 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 requirements

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

### Desirable requirements

* While there are no mandatory qualifications, a background and tertiary qualification in Human Resources will be highly regarded.
* Valid Queensland ‘C’ class driver’s licence or equivalent.

### Requirements of the role

To be successful in this role you will need to demonstrate:

* A high-level understanding of Human Resource disciplines and ability to apply knowledge of policies, procedures and industrial instruments independently.
* Ability to manage ambiguity and complexity to effectively navigate through uncertainty and overcome problems and queries without clear or simple solutions.
* Strong interpersonal and communication skills, both orally and in writing, with internal and external stakeholders on complex matters.
* Excellent stakeholder management skills to navigate building and maintaining relationships and managing expectations.

|  |  |
| --- | --- |
| **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** | Apply through the Smart jobs and careers website. Submit a resume and a cover letter (maximum two pages). |



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.