• Full time, fixed term contract of 14 months (maternity leave) role based in Sydney or Melbourne.
• Flexible work from home arrangements available, no mandated days in the office!
• Do you want to do work that really matters? Help us end avoidable blindness.

ABOUT THE FRED HOLLOWS FOUNDATION
The Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation has grown to work in more than 25 countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 2.5 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health.

The Foundation is also proud to announce that we were awarded the Employer of Choice Award (Public Sector and NFP) at the 2022 Australian HR Awards.

THE OPPORTUNITY
The People & Development Advisor is accountable for supporting the People Partner – Global and the POD team to improve and maintain core People and Development processes, protecting employee data integrity, maintaining confidentiality and providing advice to and administrative support for their client groups.

ABOUT YOU
You possess outstanding organizational and time management skills, coupled with a deep commitment to delivering customer service in a team environment. Your excellent listening, written, and verbal communication skills contribute to effective communication within the team. You exhibit a high level of proficiency with Microsoft Office and Human Resources Information Systems. Your ability to research and stay updated on local labor laws and best practices is a testament to your dedication to compliance. With exceptional attention to detail and a keen understanding of confidentiality and data privacy, you navigate sensitive information with integrity. Your demonstrated initiative and resourcefulness shine through as you proactively identify and solve issues.

KEY RESPONSIBILITIES
The People & Development Advisor will own the outcomes of:

• **System Administration & Employee Records**
  – Maintaining employee records ensuring information within HRIS is up-to-date, accurate and compliant with data privacy obligations and supporting documents are saved in employee files.
  – Liaising with Payroll as required to ensure smooth payroll processes and resolve issues as required, escalating as appropriate.
  – Being responsible for HRMIS to ensure data integrity and prepare regular and ad hoc HR reports and audits.
• **Operational People & Development Support**
  - Building robust relationships as one of the first point of contact for internal and external HR related inquiries or requests.
  - Ensuring business compliance in providing advice on best HR practice, organisation policies and procedures.
  - Collaboratively supporting the design and delivery of action plans with each client group that are aligned with the overall People & Organisational Development strategy and work plans.
  - Proactively supporting the full employee lifecycle including workforce planning, recruitment, learning and development, remuneration and benefits, health and safety, employee engagement, succession planning, information management and offboarding.
  - Ensuring the employee on-boarding experience of new employees to the Foundation is adhered to and employees are inducted and oriented appropriately (including offer of employment, inductions, engagement survey and probation).

• **Employee Relations**
  - Supporting the People Partner to resolve employee relations issues including the facilitation of mediation as required.
  - Completing all letters and file notes necessary to ensure accurate records are kept for employee relations matters.
  - Undertaking research as required to ensure People Practices remain compliant with local labour laws.

• Actively participating and supporting HR projects as required.
• Contributing ideas for process improvements ensuring a dynamic and forward-thinking work environment.
• Other tasks as requested by your manager

**WHAT YOU’LL NEED TO SUCCEED**
• Undergraduate qualifications in Human Resources or demonstrated competency in Human Resources
• HR advisor experience, preferably within complex, global organisations with matrix reporting requirements
• Demonstrated experience working as part of a team to support diverse and complex stakeholders with a track record of delivering results
• Understanding and demonstration of implementing employment law
• Demonstrated experience using a global HR Information System

**How we recognise your contribution**

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you. Including:

• Generous salary packaging - we provide access to not-for-profit salary packaging options, which will increase your take home pay, we also offer 17.5% annual leave loading.
• Flexible work environment – we focus on output, not hours and enable you to prioritise your health and wellbeing.
• Generous leave allowances – we offer Paid parental leave; 5 days bonus leave every year; an annual Foundation-wide “Me Day”; and time off for culturally significant/ceremonial leave
• Ongoing commitment to your continuous learning and career development – through tailored leadership and professional development programs, access to LinkedIn Learning and focused development conversations.

To find out more about our benefits click here

APPLICATIONS
Please apply directly via the "Apply" Button, please include a CV and Cover Letter. Should you have any questions regarding the opportunity please reach out to our Talent Acquisition Specialist, at employment@hollows.org for a confidential conversation. Kindly note that CVs will not be considered through this email address.

Applications Close: Monday the 15th of January 2023

Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.

Please note: We will not be accepting CV’s via agencies for this role.