

Position description

Human Resources Advisor



Department	People & Business Services
Employment type	Temporary
Classification	Band 6
Location	Warrnambool
Date approved	September 2026
Approving Officer	Executive People & Resilience

Position objectives

- Reporting to the Manager People & Wellbeing, the Human Resources Advisor is a human resources generalist responsible for providing professional advice and support to leaders and employees across Wannon Water.
- The role contributes to the delivery of People & Wellbeing initiatives and outcomes across the employee lifecycle, supporting organisational capability, performance, wellbeing and workforce effectiveness.
- The Human Resources Advisor will approach their duties with professionalism and sound judgement, providing timely, practical advice and support across the organisation. They will build strong relationships with stakeholders across the organisation and work collaboratively with the wider People & Resilience team.

Key responsibilities and duties

Employee/Industrial Relations

- Provide specialist advice and support to leaders on employee and industrial relations matters, including performance management, conduct, workplace concerns and disputes.
- Coordinate performance, disciplinary and workplace investigation processes, ensuring procedural fairness and compliance relevant requirements.
- Support leaders to identify and respond to psychosocial hazards, including appropriate people management actions and risk controls.
- Interpret and apply Wannon Water policies and procedures, the Enterprise Agreement and employment legislation.
- Liaise with unions and other stakeholders in consultation with the Manager People & Wellbeing, and support Enterprise Agreement bargaining and implementation.
- Identify opportunities to improve employee relations and develop actions to address them.

Injury management and return to work

- Act as Return to Work Coordinator, managing workplace injuries, workers' compensation claims and return to work plans in line with legislative and organisational requirements.
- Support employees recovering from work-related and non-work-related injury or illness, including workplace adjustments, suitable duties and return to work arrangements.
- Work with employees, leaders, WorkSafe agents, health practitioners and rehabilitation providers to support safe and timely returns to work.
- Contribute to initiatives that strengthen physical and psychological safety across the organisation.

Generalist Human resources

- Provide practical HR advice and support throughout the employee lifecycle, fostering positive workplace relationships and a consultative HR approach.
- Collaborate with leaders to understand workforce needs and develop solutions that support employee capability, engagement and retention.
- Support organisational change and restructures by advising on people impacts, consultation, communications and implementation.
- Review and improve HR policies, procedures, templates and guidance to support consistent and effective people management.
- Support employment compliance activities, including employment contracts, probation reviews, fixed-term employment arrangements and other people processes.
- Prepare and analyse workforce data, reports and insights to support organisational decision-making, legislative compliance and workforce planning.
- Contribute to organisational capability, talent and succession initiatives, including performance review processes, engagement surveys and workforce planning activities.
- Maintain compliance with legislative changes and document actions.

Recruitment and talent management

- Partner with hiring managers to coordinate end-to-end recruitment processes, from planning and advertising through to assessment, selection, offers and onboarding.
- Provide practical advice and guidance to hiring managers throughout recruitment processes, ensuring processes are fair, consistent and aligned with Wannon Water's requirements and legislative requirements.
- Contribute to initiatives that attract, retain and engage employees, including employment pathways, diversity aspirations and other workforce programs.

Diversity, Equity, Inclusion and Belonging

- Support the implementation of Belonging at Wannon initiatives and activities that promote diversity, equity, inclusion, and belonging across the organisation.
- Support implementation of the Gender Equality Action Plan and other diversity-related strategies, including associated reporting, evaluation and action planning.
- Prepare reports and other correspondence on organisational diversity in line with workforce planning and government reporting requirements.
- Build and maintain effective internal and external partnerships that support inclusive employment opportunities and workforce participation.

Health & Wellbeing

- Support the implementation of Wellness at Wannon initiatives that promote physical, psychological and social wellbeing across the organisation.
- Identify opportunities to improve employee wellbeing, participation, engagement and organisational culture.

The responsibilities outlined above are shared across the Human Resources Advisor positions, with specific duties, portfolios and cases allocated by the Manager People & Wellbeing according to organisational priorities and team capacity.

Organisational relationships

Responsible to	Manager People & Wellbeing
External liaison	WorkSafe, health practitioners, rehabilitation providers, legal advisors, training providers, consultants, diversity and inclusion organisations, industry groups, HR and OHS networks, Victorian water sector professionals and relevant government agencies.

Accountability and extent of authority

- This role will provide sound advice and recommendations. Advice is provided through drawing on policy, procedure, process, and professional standards. This position is specialised in its field, and management provides guidance and support only when needed.
- Work may be of an investigative, analytical, or creative nature, with the freedom to act generally prescribed by a more senior position.

Judgement and decision making

- Work methods or processes are structured and as the organisation evolves and matures, may require adaptation and improvement.
- Problem resolution is a feature of this role and will require conceptualisation, development of ideas, detailed analysis, and development of action plans
- Guidance will be available within the organisation.

Specialist skills and knowledge

- This position requires proficiency in the effective application of theoretical or best practice approaches across a broad range of generalist HR functions.
- The ability to consult and advise key internal stakeholders on people and organisation needs, to ensure alignment with the long-term goals of the People & Wellbeing function and the wider organisation.
- Be comfortable with metrics and new technologies, with sound analytical skills and the ability to position the benefits of activities in both quantitative and qualitative data insights.
- Sound knowledge and practical experience in employee and industrial relations, injury management, return to work, performance management and workplace investigations.
- Ability to interpret and apply employment legislation, industrial instruments, policies and procedures, and provide clear, practical advice on complex people matters.
- Knowledge of diversity, equity, inclusion and belonging principles and the ability to contribute to initiatives that support an inclusive workplace.

Management skills

- Strong time management skills, especially in relation to meeting deadlines and managing multiple tasks.
- Where appropriate providing support and guidance within the team.
- Achieve specific and set objectives in the most effective way possible within the resources available and within a set time frame.

Interpersonal skills

- Ability to liaise with other organisations to discuss specialist matters, with a broad range of employees with varying expertise across the organisation to resolve intra organisational problems.
- Excellent interpersonal skills with a demonstrated ability to build and nurture collaborative relationships with all stakeholders.
- Highly developed written communication skills with the ability to effectively communicate and negotiate with a range of internal and external stakeholders to achieve required outcomes and goals.
- This role requires the skills to deal with sensitive and confidential matters that are often multifaceted and complex.

Qualifications and experience

- Human resource experience and expertise.
- Relevant qualifications are highly desirable.
- Relevant practical experience in a similar role, with a demonstrated knowledge in developing and implementing HR projects, policies, procedures, and strategies.
- Effective communication and influencing skills.
- Being solution-oriented with analytic and problem-solving abilities.
- Excellent written and verbal communication skills, adept at report writing.
- Outstanding people skills, collaborative approach, and ability to build new relationships and partnerships.
- A proactive and level-headed approach with proven project and time management ability to meet deadlines, achieve goals and to work concurrently on multiple tasks and work schedules, whilst ensuring a high level of attention to detail.
- A valid Australian driver's license is required.

Our values and Code of Conduct

All employees are required to act in accordance with the Code of Conduct for Victorian Public Sector Employees and demonstrate the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, together with Wannon Water's organisational values.



Inclusion and diversity

We embrace all forms of diversity and promote family friendly working hours and leave arrangements to ensure our workforce reflects the community that we serve.

Policies and procedures

All employees are required to adhere to systems, policies and procedures in relation to our activities. Employees shall not use their position for personal gain or advantage, nor disclose any confidential information acquired through employment by the Corporation.

Occupational health and safety

We've developed OH&S policies and procedures designed to meet the requirements of the internationally recognised Australian Standard/New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment.

Equal employment opportunity

We follow the principles of equal employment opportunity, and every employee is responsible for ensuring the workplace is free from discrimination.

Training and development

Well-planned training is crucial to our success. Managers and employees work collaboratively to identify training, and development needs to equip our employees with the necessary knowledge and skills to perform their roles effectively. Each year, managers conduct performance reviews with employees to identify, plan, and initiate relevant training and development for the upcoming twelve months.

Signature

Employee Name

Employee Signature

Date