Position Description



Position Title	**People Adviser**
Position No	00089283
Delegation Level	006
Job Designation	Adviser
Organisational Unit	HR Central People Services
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Principal Adviser People

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Delivers high-level Human Resources (HR) advice and support to leaders and employees across a broad spectrum of HR functions. This role plays a key part in resolving non-routine HR issues, ensuring compliance with organisational policies and legislative requirements, and actively contributing to the achievement of organisational objectives.

Position Responsibilities

1. Provide professional HR advice, coaching and support to leaders to assist in resolving a broad range of HR and ER issues, including but not limited to performance management, workplace behaviour and the application of HR policies and procedures.
2. Deliver tailored support on non-routine people matters ensuring all advice and actions comply with relevant policies, enterprise agreements and legislation.
3. Prepare routine correspondence, reports, recommendations and documentation to support HR operations.
4. Contribute to developing and delivering awareness and skills building sessions on identified programs and relevant policies and Legislation.
5. Ensure adherence to internal policies and regulatory requirements by maintaining accurate documentation and promoting consistent and compliant HR and business practices.
6. Undertake research into HRM issues and keep abreast of trends and workplace issues affecting Queensland Rail, providing suitable recommendations to leaders.
7. Review and process identified employee lifecycle actions



identified and positions in relevant systems in line with governance principles, ensuring Key Performance Indicators are met and customer expectations are managed.
8. Participate in the team to ensure delivery of effective services, advice and support and act as a point of contact for escalation of matters from the team.
9. Maintain a strong customer focus with key stakeholders, influencing and engaging with the business to implement effective HR practices with their people.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of interpersonal and communication skills to gain support and negotiate effectively at all levels within an organisation.
2. Substantial knowledge of contemporary HRM issues and their practical application to a large and diverse organisation.
3. Substantial level of skill in the management of HR matters and initiatives.
4. Substantial level of skill in the provision of advice and assistance on HR matters with a substantial degree of knowledge and application of employment law, Enterprise Agreements and HR policies.
5. Substantial level of consulting and facilitation skills to identify priorities and build successful business relationships
6. Substantial level of analytical and research skills.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.