

## HR Advisor

This is a truly collaborative role working alongside LPA Group's senior leaders to plan, organise, direct, and influence all HR related activities autonomously. This role is based in our fantastic new head office in Cremorne, Melbourne. LPA Group is a global organisation that is focused on delivering sustainable energy and lighting solutions across commercial, Government and retail sectors.

The HR Advisor is responsible for working with the Finance Manager and Chief Executive Officer to manage the people strategy initiatives across reporting & analysis, compliance, compensation & benefits, talent management, productivity & morale, occupational health & safety, learning & development, and employment relations.

This exciting new opportunity will suit a collaborative, proactive and organised individual. This is a new stand-alone role within the business so the candidate will be able to grow and develop the position.

### Your duties will include a wide range of items including but not limited to:

- Provide timely day-to-day HR advice and support to managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding.
- Review modern awards, national employment standards and adherence to equal opportunity policies to ensure organisational compliance.
- Manage the full employment lifecycle from sourcing key talent, conducting the recruitment process to exit interviews and managing employee payroll related queries.
- Identify any existing or potential HR issues, and recommend the required solutions for management consideration
- Plan and schedule employee learning and development activities to ensure opportunities for professional development in line with capability framework.
- Manage the annual and half year performance review process and assist management with role capability assessments and structured development plans
- Regular reporting to management on key people metrics around leave liability, recruitment costs, remuneration analysis, absenteeism, succession planning, turnover, and training and development opportunities.
- Support and provide directions to achieve a safe work environment including implementing relevant safety training, opportunities to improve safety performance and a positive safety culture.
- Coordinate administrative functions relating to employee benefits, social activities, and travel.

### You will display the following attributes:

- Tertiary qualifications in Human Resource Management, Business, or other relevant area
- Minimum 3 years' experience in a similar role
- A member of AHRI (desirable, not essential)
- Excellent people management skills
- Well-developed leadership skills, with a proven ability to lead with empathy
- Self-motivated along with strong organisational and interpersonal skills
- Ability to multi-task and prioritise workload
- Experience in developing and implementing best practice HR systems and processes