



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Human Resource Advisor

Gordonvale Qld 4865

Applications are invited for the position of Human Resource Advisor to join the MSF Sugar team. This is a permanent full time position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

This role is a key member of a small team of HR professionals who are responsible for the provision of high-level human resource management advice and consultancy services to senior management and staff.

To be considered for this role you will have experience in a broad range of human resource issues, interpreting and implementing human resource policy including: change management, discipline, HR planning, industrial relations, retention, performance management, workplace health, organisational development, recruitment and selection.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

Jason Hajinakitas – General Manager Operational Excellence

Phone: 0417 211 387

Email: jasonhajinakitas@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close on **11th March 2019**.

POSITION DESCRIPTION MSF SUGAR

POSITION TITLE:	Human Resource Advisor
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POSITION AUTHORISATION:

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	 (Signature) (Date)
APPROVED BY:	 (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Operational Excellence
Reports Directly to:	Senior Human Resource Manager
Work Site:	MSF Sugar
Job Status:	Full time 38 hours
Qualifications / Experience:	Degree qualified in HR or equivalent employment experience. 5 years plus generalist HR experience Knowledge of HR policy and procedure Experience with HRIS systems Knowledge of ER/IR matters Strong metrics and analytical skills Excellent communication skills both written and verbal

POSITION PURPOSE:

A key member of a small team of HR professionals who are responsible for the provision of high-level human resource management advice and consultancy services to senior management and staff.

This HR generalist role will have a particular focus on day to day HR operational matters HR process support and general manager advice and support.

AUTHORITY TO ACT:

Prepared By: Rebecca Morgan	Date: 3/11/2016	Document Number:	Electronic File & Path:			
Approved By: GM P S & E	Date:	Date Implemented:	Review Date: 3/11/2018	Date of initial copy:	Update Version:	Page 1 of 3

POSITION DESCRIPTION MSF SUGAR

Budget: N/A

Purchasing: N/A

Correspondence: HR matters

Employee Relations: Negotiations with unions and dealings with Fair Work Commission

KEY RELATIONSHIPS (Internal & External):

The key relationships will be with the following:

- Senior Human Resource Manager
- HR Advisors
- Safety Advisors
- Senior site based leaders
- Unions respondent to Mill and Farm Awards
- WorkCover Account Manager

KEY RESULT AREAS:

Provide advice across MSF Sugar on a broad range of human resource issues, interpreting and implementing human resource policy including: change management, discipline, HR planning, industrial relations; retention, performance management, workplace health; organisational development, recruitment and selection.

Provide case management assistance on a range of employee and industrial relations matters, such as the resolution of disputes, conflicts and other situations between staff, unions and management.

Prepare and present high quality submissions, reports, correspondence and senior leadership briefs on significant human resource issues.

Provide training, guidance and assistance to supervisors/managers in relation to HR processes.

Ensure all recruitment and selection activity is in accordance with recruitment policy.

Provide input into the development, implementation and review of HR policies, procedures and guidelines across MSF Sugar ensure that HR policies meet legislative and industrial requirements, and organisational priorities.

Assist with the implementation of a HR Management System.

Manage HR Administration, including HR documentation and undertake HR Analytics.

Ensure the effective management of Workers Compensation Claims including the preparation of Return to Work Plans, communicating with the insurance company and reimbursement schedules.

Establish and maintain effective working relationships with internal and external stakeholders.

Contribute to the safety culture of MSF Sugar by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all WHS legislation, policies/procedures and guidelines relevant to the job.

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Skill Category	Skills
Enabling Skills	Keyboard skills Microsoft Word, Excel and Power Point application Report writing Presentation and training skills
Essential Skills	Excellent communication skills (verbal & written) to relate with wide range of stakeholders Ability to negotiate and influence Problem solving - investigation, analysis and decisiveness Ability to write policy and implement through training Counsel Research
Desirable Skills	Ability to enlist co-operation Self-organise and administer

GENERAL:

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour defined by the organisation's policies and procedures.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organisation's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document, in defining the role scope and responsibilities of the position, serves primarily to make clear to the incumbent the areas of organisation activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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