



Position Vacant

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 Resources Advisor

Applications are invited for the position of Human Resources Advisor to join the MSF Sugar team.

This is a permanent fulltime position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

The Human Resource Advisor reports to the Manager Human Resources and supports the Human Resources Department in the delivery of MSF Sugar's strategic goals, through the:

- Taking of overall responsibility for anything to do with HR/IR, ensuring that all HR/IR enquires and actions are dealt with promptly and reliably.
- Development and implementation of clearly aligned HR strategies, policies, procedures and systems that contribute to achieving business goals.
- Assist the Human Resources Department to nurture a fair and healthy work environment.
- Provision of direct consultancy support to managers and supervisors in effective leadership in employee relations matters.
- Engaging with employees in optimising organisational performance through people via implementation of policies, procedures and programs to attract, retain, develop and manage a highly engaged and committed work force.

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 will be required to undergo pre-employment drug and alcohol testing, and some positions may also require a medical assessment.

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

Anjit Ply-Ngam – Manager Human Resources

Email: anjitply-ngam@msfsugar.com.au

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

Applications close on **6th December 2019**.



Position Description

Position Title:	Human Resources Advisor
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POSITION AUTHORISATION

Incumbent:	I, (Print Name) agree to the requirements of this position description. (Signature) (Date)
Prepared By:	Human Resources Manager (Signature) (Date)
Approved By:	Chief Executive Officer (Signature) (Date)

POSITION DEMOGRAPHICS

Business Group / Division:	Human Resources
Reports Directly To:	Human Resources Manager
Reports Indirectly To:	N/A
Subordinates:	N/A
Team Membership:	Human Resources team
Work Site:	Corporate Office, Gordonvale
Job Status:	Permanent – Fulltime 38 hours per week
Qualifications / Experience:	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resource Management, Industrial Relations and/or Business Management • 5 years plus experience in a similar position • Current Queensland Drivers Licence

POSITION PURPOSE

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- Assist the Human Resources Department to nurture a fair and healthy work environment



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AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.

KEY RELATIONSHIPS

(Internal & External)

The key relationships will be with the following:

- Manager Human Resources
- HR Advisor
- HR Administration Officer
- Manager Shared Services
- Safety advisors
- Unions
- WorkCover

KEY RESULT AREAS

- Contribute as a key member of the Human Resources Department
- Provide the Manager Human Resources with timely and effective advice and support on the effective deployment and implementation of strategic HR/IR objectives
- Represent MSF Sugar in relevant matters before the Fair Work Commission
- Contribute to the development of an annual HR business plan aligned to the organisation's vision, values and strategy
- Assist the Manager Human Resources in the effective implementation of HR strategy across the organisation
- Identify areas for improvement and draft proposals for the implementation of HR/IR initiatives that drive and support organisational development, values and culture
- Draft briefings and reports on HR/IR matters as required to provide advice to the Manager Human Resources and the executive team
- Keep the Manager Human Resources fully informed of any emerging critical HR/IR related issues and developments
- Support and inform all MSF Sugar employees in relation to workplace entitlements, benefits, rights and their responsibilities to embrace the values and adhere to the policies of the organisation
- Accountability for the HR policy library, drafting and implementing new policies as required and periodically, monitoring, reviewing and updating all HR policies and ensuring these are in line with the current legislation
- Develop and maintain relationships with other MSF Sugar managers and external professional bodies, government agencies and advisors in relation to HR/IR matters
- Project manage enterprise agreement (EBA) development, negotiation and implementation by providing step-by-step coordination of the EBA process including organising meetings, drafting minutes and EBA

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- clauses, assisting the MSF Sugar negotiating team with business case analysis, industrial relations consultation, EBA package costings and any applications or submissions to the Fair Work Commission
- Train managers on candidate interview evaluation techniques
 - Conduct internal surveys to gather employee feedback and identify areas of improvement
 - Monitor and report on key HR metrics
 - Provide case management assistance to managers in the conduct of their HRM responsibilities including:
 - Continuous Improvement
 - Employee Discipline
 - Dispute Resolution
 - Workplace investigations
 - Managing Grievances
 - Workforce Planning
 - Recruitment & Selection
 - Performance Management
 - Workplace Health and Safety
 - Prepare and present high quality submissions, reports, correspondence and senior leadership briefs on significant human resource issues or other matters as required
 - Establish and maintain effective working relationships with internal and external stakeholders
 - Contribute to strategy development for training and professional development activities to ensure they are aligned to performance reviews and business planning processes
 - Be the liaison or contact point for internal and external clients of MSF Sugar and provide advice and guidance concerning any investigation of EEO or antidiscrimination related complaints
 - 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
 - Any other duties appropriate to the role as directed by the Manager Human Resources from time to time

SKILL REQUIREMENT

Formal Qualifications:

- Tertiary qualifications in Human Resource Management, Industrial Relations and/or Business Management
- 5 years plus experience in a similar position
- Current Queensland Drivers Licence

Personal Skills and Attributes:

- Ability to practice day to day transactional human resource management
- Ability to liaise, mediate and negotiate with all levels of staff and employer associations, employee representatives such as union officials, legal practitioners and other stakeholders
- Sound and accurate judgment, treats people with respect, works ethically and with integrity, respects confidentiality, and approaches others in a diplomatic and tactful manner
- High level analytical skills and familiarity and experience in business planning and managing budgeting processes
- Proficient use of computer and Microsoft Word product suits
- Demonstrated experience in the interpretation and application of enterprise agreements, awards and associated policies

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- Demonstrated experience the process of implementing enterprise agreements including strategy planning, stakeholder consultation, negotiations with unions, enterprise agreement drafting, making applications to the Fair Work Commission etc.
- Demonstrated experience in strategic Human Resource Management
- Understanding of and comprehension of applicable legal, political and industrial relations frameworks, particularly Fair Work
- High level of organisational and time management skills with the ability to establish priorities to meet conflicting deadlines with minimal supervision and the ability to manage projects.
- Demonstrated experience in all aspects of recruitment and an excellent understanding of the recruitment practices with demonstrated knowledge of relevant policies and associated legislation relating to employment law
- Sound written and verbal communication and interpersonal skills, including the ability to communicate confidently and clearly with a wide range of stakeholders on such issues as payroll queries, HR reporting, workplace health and safety and performance management
- Good research skills.

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 MSF Sugar Code of Conduct and other applicable company policies and procedures.

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

This position description defines the scope of the position and serves primarily to make clear the activities for which the incumbent has responsibility. Annual performance reviews set the standards to which tasks are to be performed and how the performance is measured.