



**Australian Government**

**Office of the Australian Building and  
Construction Commissioner**

## **HR Advisor**

### **About us**

At the Australian Building and Construction Commission (ABCC) we work to ensure the building industry is fair, efficient and productive. Our improved workplace relations framework benefits all industry participants and the Australian economy.

We work to achieve this framework by providing assistance, advice and education to the industry; monitoring and promoting compliance with relevant laws; undertaking enforcement activities; and using information and analysis to inform decision making.

### **About the Position**

Reporting to the Manager – HR, the HR Advisor will be responsible for assisting in a diverse range of HR related activities, providing the incumbent the opportunity to build their knowledge and skills in end to end recruitment, learning and development, work health and safety and HR reporting.

The incumbent will have a strong background in administration and be able to manage multiple tasks and assist with coordinating activities, often within tight deadlines. The successful applicant will be highly organised and have excellent written and oral communication skills.

The agency is seeking a candidate with a positive attitude towards their work and a willingness to contribute positively to strategic planning and decision making within a team environment. The successful candidate will be resilient in the face of changing priorities and be able to work independently to translate broad direction into action.

At the ABCC, we recognise, appreciate and seek to harness our people's individual skills and talents. You will thrive in our vibrant, down to earth yet stimulating environment that empowers our people to succeed.

### **What you'll need to succeed**

- Experience providing support services in at least one area of HR
- Well-developed organisational skills and demonstrated attention to detail
- Excellent communication skills and a demonstrated ability to build and maintain effective stakeholder relationships
- The ability to extract and interpret data using HR information systems
- Ability to work effectively both as an individual and in a team environment
- Tertiary qualifications in HR or a related discipline

### **What you'll get in return**

We recognise the increasing importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing workforce. Not only will you receive high quality training and support (both formal and on-the-job), but we also offer an attractive base salary of \$68,128 plus 15.4% superannuation.

### **What you need to do now**

If this sounds like the perfect opportunity for you, click Apply Now or contact Joshua Banks, Manager - HR on (03) 8509 3028 for more information.

It is important that applicants view the full candidate information kit, available on the jobs list portal, before applying.

To be eligible for employment all preferred candidates are required to undergo pre-employment screening. Screening checks include character, security and health clearances. Some positions may require additional checks to be performed and require a security clearance.

For more information about the position and how to apply, please visit <https://www.abcc.gov.au/current-vacancies>.

**Closing Date is 11:00 pm 14 March 2018**

**CLICK TO APPLY**