

## Position Description

People & Culture Advisor



<b>Job Title:</b>	People & Culture Advisor	<b>Job Family:</b>	People & Culture
<b>Division/Business Unit:</b>	Transport & Technology	<b>Direct Reports:</b>	Nil
<b>Location:</b>	Victoria	<b>Position Type:</b>	Full time
<b>Department/Group:</b>	Transport Major Projects	<b>Reporting Manager:</b>	Project HR Manager
<b>HR Contact:</b>	Rochelle Richardson	<b>Date:</b>	May 17, 2024

### Business Overview and Values

UGL is a diversified services company delivering critical assets and essential services that sustain and enhance the environment in which we live. Our capabilities extend across a broad range of services and whole-of-life solutions for diverse industries, utilising world leading, sustainable and innovative technologies. We partner with some of the world's largest blue-chip companies, government agencies, private enterprise, and public institutions.

We are guided by the following principles, which extend across all CIMIC Operating Companies:



### Job Purpose

The primary function of the P&C Advisor is to partner with West Gate Tunnel Project to ensure all people deliverables are met and to deliver effective, high quality and accurate HR/ER/IR advice to people managers and employees ensuring the maintenance of effective working relationships.

### Key responsibilities and accountabilities

#### KEY TASKS AND RESPONSIBILITIES

The P&C Advisor will be responsible for:

- Provide timely and accurate HR/ER/IR advice to supervisors and managers;
- Lead and support the mobilization and demobilization process and ensure all people requirements are met;
- Support managers on all IR matters including; EA negotiations (bargaining parameters, leading good faith bargaining, EA interpretation) union matters and disputes
- Support HR/UGL systems/ policy & procedure, as well as assisting with the development of policies and procedures across UGL;
- Provide advice, advocacy and specialist expertise regarding a broad range of IR and ER issues;
- Monitor compliance for each specific project agreement;

## Position Description

### People & Culture Advisor



- Give advice to Managers and employees on a range of HR issues including remuneration, and retention initiatives and succession planning;
- Regularly follow up and check data to ensure it is signed by HR in line with each systems and business unit requirements;
- Coordinate employee records administration to ensure compliance
- Regularly processes termination and salary administration data for managers and on site personnel
- Contribute to and deliver on the yearly Project people plan
- Assist with the coaching and development of leaders
- Undertake projects, initiatives, tasks as directed by the P&C Manager.
- Support the implementation of people management programs for the business sector eg Performance Review, Remuneration planning etc.
- Undertake performance and disciplinary matters, providing guidance and counselling as required.

#### **POLICIES AND PROCEDURE RESPONSIBILITIES**

- Ensure compliance with all UGL HSSE policies, procedures and relevant legislative requirements
- Ensure compliance with UGL's Fitness for Work Policy, including the UGL Drug & Alcohol policy
- Ensure compliance with all emergency plans and procedures
- Ensure emergency plans and procedures are displayed appropriately within the work area.
- Comply with and support injury management initiatives including rehabilitation action plans.
- Ensure all work is compliant with UGL's Quality Management Systems policies and procedures and ISO 9001:2000 requirements.
- Ensure compliance with all UGL HR policies and procedures and legislation including Equal Employment Opportunity legislation
- Ensure compliance with all IT policies and procedures, in particular appropriate access and use of systems/software, security of data and ensuring offensive or sexually explicit material is not viewed, downloaded or circulated on UGL systems.
- Ensure compliance with all Procurement and Asset Management policies and procedures.
- Ensure compliance with all policies and procedures pertaining to commercial obligation, risk management and protection of intellectual property

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- 3+ years in an HR generalist role, with in depth exposure to IR, ER and training
- Multisite site based HR experience
- Tertiary qualifications in HR / IR or a related discipline
- Results/goal driven work experience and focus
- Strong communication skills (oral & written)
- Strong negotiation and influencing skills
- Establish effective working relationships with a variety of people at different levels, internally/externally.
- Ability to work independently, to organise and prioritise demands, to handle multiple tasks simultaneously, to set and meet deadlines and to deliver results

## Position Description

People & Culture Advisor



### Desirable/Preferred Skills

#### OTHER ATTRIBUTES REQUIRED

- Negotiation & Influencing skills
- Conflict & HR Issue Resolution
- Project Management skills
- Coaching skills
- Commercially Astute
- Business & Systems Improvement Focus
- Customer focused, team oriented, accountable and results driven
- Energetic with a positive can-do attitude
- Able to adapt to workplace change, to learn quickly and to put new skills and knowledge to use
- Values based
- Well organised / Planner
- Ability to balance multiple and conflicting deadlines
- Team player
- Results driven
- Understands implications of actions on business
- Able to conceptualise and articulate beneficial proposals
- Able to balance commercial risks / recommendations within financial discipline
- Aligns activity to strategy
- Acts with integrity
- Takes responsibility for actions
- Accepts accountability
- Honest in opinions
- Manages and delivers on customer expectations
- Able to work with and assist all staff and teams
- Able to thrive in ambiguity and with multiple customer demands

#### LEVEL OF AUTHORITY

This position operates with guidance from the People & Culture Manager and parameters derived from approved business operating plans, contracts and tasks allocated to meet operational and HSSE requirements. This level of authority is as noted below but may vary with business and operational requirements.

#### Functional

- Monetary and contractual authority in accordance with UGL's Delegations of Authority as modified.

#### HSSE

- Halt work practices and any actions that could reasonably be seen to adversely affect own or others' health and safety including an employee, contractor, visitor, customer or community member.
- Take any reasonable steps to ensure the health and safety of self and others subject to any limitations and/or obligations defined within UGL's HSSE management system.

#### General

- Report and escalate any situation that may result in serious impact or harm to business performance or reputation.

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### Sign off

Please read your Position Description and ensure you understand all elements prior to signing the document. This document provides the basis of your performance plan.

Employee:		Date:	<a href="#">Click here to enter a date.</a>
Manager:	Rochelle Richardson	Date:	
Last Updated By:		Date/Time:	