

Position Title

HR Advisor

Award Classification

Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.

Date Reviewed

1 July 2026

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Provide practical day-to-day HR advice and support to managers and employees.
- Coordinate core HR processes including recruitment, onboarding, employment documentation and offboarding.
- Support consistent, compliant and service-focused people practices across Council.
- Escalate higher-risk or complex matters to the appropriate Director or external consultant/specialist advisor.

Key Responsibilities and Performance Requirements

- Coordinate recruitment processes, including advertising, applicant communication, interview support, reference checks and appointment documentation.
- Prepare and maintain employment contracts, letters, HR records, position descriptions, templates and employee lifecycle documentation.
- Provide first-level advice to managers on performance, conduct, probation, leave, workplace issues and policy application.
- Provide a responsive, enabling and customer-focused Human Resources service by partnering with internal customers to deliver practical, compliant and solution-focused advice.
- Support onboarding, induction and offboarding processes so employees and managers have a clear and consistent experience.
- Coordinate workers compensation and injury management administration in consultation with relevant internal and external stakeholders.
- Maintain HR trackers, action lists and reporting so work is followed up, communicated and completed in a timely way.
- Support implementation of new HR tools and processes developed through the HR roadmap.
- Identify and promptly escalate complex, high-risk or sensitive Human Resources matters to the appropriate Director or external consultant/specialist advisor, as required, to obtain specialist advice and support on complex employment matters, as required.
- Coach and guide leaders in the effective management of people matters, promoting compliant, consistent and best practice employment outcomes.

Other

- Undertake ad hoc projects within the scope of the role that may arise from time to time;
- Maintaining confidentiality in regards to Council business and transactions;
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;

Key Responsibilities and Performance Requirements

- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same;
- Other duties as reasonably directed by the Director Corporate Services that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Director Corporate Services

Direct Reports

- Nil

Internal Liaisons

- General Manager;
- Executive Leadership Team;
- People & Culture Advisor;
- Managers and supervisors;
- Employees;
- WHS, IT, Payroll and Corporate Services

External Liaisons

- External IR/ER adviser
- External HR Consultant;
- Training and leadership development providers;
- Recruitment providers;
- Local government networks

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the HR Advisor.
- Accountable to the Director Corporate Services for the performance of duties.
- Expected to make sound day-to-day decisions within role scope and escalate matters involving higher risk, legal complexity or significant employee impact.
- Required to exercise judgement, confidentiality and discretion when handling employee information.

Skills and Knowledge

Essential

- Sound generalist HR knowledge across the employee lifecycle.

Skills and Knowledge

- Ability to provide practical, clear and risk-aware HR advice.
- Strong attention to detail in documentation, records and follow-up.
- Good communication skills and ability to build trust with managers and employees.
- Working knowledge of employment legislation, awards/agreements and HR processes.
- Ability to improve systems, workflows, templates and procedures, and confidently use digital tools such as Microsoft 365 and corporate systems.

Desirable

- Local government experience.
- Experience with workers compensation or injury management administration.
- Experience improving HR templates, checklists or processes.

Qualifications and Licences

Essential (or the ability to quickly acquire)

- Relevant tertiary qualification in HR, business or a related discipline, or equivalent practical experience.
- Current driver's licence.
- Ability to obtain and maintain required checks relevant to the role.

Desirable

- AHRI membership or eligibility.
- Training in workplace investigations, performance management or recruitment selection.

Personal Attributes

- Organised and proactive, with strong follow-through.
- Confident without being rigid or process-heavy.
- Service-focused and practical.
- Calm, discreet and professional when handling sensitive matters.
- Able to work with people at different levels of confidence and capability.

I, _____ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____

