

HR Generalist - South Melbourne

Spotlight Pty Ltd • All Melbourne VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Perks

PROFIT SHARE

CAREER DEVELOPMENT

TRAINING

Skills

EMPLOYEE RELATIONS

HR

HR GENERALIST

RECRUITMENT

CAREER DEVELOPMENT

Full job description

As part of our Support Group you'll join a multi-disciplined team of professionals who are dedicated to helping our expanding network of retail outlets to succeed. It's a hands-on, fast-paced culture that rewards initiative and great ideas – and like any family, we back you to achieve your potential with excellent training and career development opportunities.

Being apart of the Spotlight Retail Group Shared Service team, this role will proactively engage with the store teams, managers and support group employees.

Responsibilities Include:

- Assist in coordinating end to end ER/IR processes, including dispute resolution, investigations, performance improvement and restructures
- Provide accurate and consistent advice on the interpretation of employment legislation, contracts and similar matters

Job details

 Date posted
17 Jun 2021

 Expired On
17 Jul 2021

 Category
HR & Recruitment

 Occupation
Consulting & Generalist HR

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Establish effective relationships with managers to identify areas of concern and provide further support, if required
- Monitor ER/IR matters and ensure appropriate employees are kept abreast of legislative changes
- Develop and maintain proactive relationships with key stakeholders including legal advisors, Work Cover, Fair Work, EAP providers
- Provide reporting and information to assist People Managers and managers in decision making
- When required, assist in the Recruitment and Talent team

You will demonstrate:

- An ability to deal with conflict situations in a rational and constructive manner
- An ability to identify, analyse, formulate and implement appropriate courses of action, advising managers appropriately
- Proven negotiating and advocacy skills
- An ability to network and engage people to achieve the objectives at hand
- Have a 'do what it takes' attitude and thrive in a free flowing and rapidly changing environment.
- An ability to remain objective and productive under pressure

Essential experience and education

- HR qualifications well regarded
- Prior experience working in retail HR preferred
- Demonstrated experience interpreting HR policies and industrial awards
- Strong knowledge of industrial and employee relations theory, principles, policies and practices

What's in it for you?

- A vibrant, team orientated culture where we embrace pace and encourage new ideas
- A varied, exciting and ever evolving retail environment
- Generous Profit share, paid quarterly

If this sounds like you, apply today!

Advertised: 20 May 2021 AUS Eastern Standard Time

Applications close: