

## Position Description

Job Title	Human Resources Advisor
Location/ Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting To	Director of Human Resources
Position purpose	The HR Advisor is responsible for providing a high level of HR support, guidance and advice to meet stakeholders needs and to ensure the efficient operation of the HR department. The role will be the primary contact for the recruitment and onboarding of staff whilst supporting HR projects and initiatives that drive business performance, engagement and organisational effectiveness aligned to our business objectives.
Key Relationships	<u>Internal:</u> Leadership Team, Finance Team and CT staff  <u>External:</u> Liaises with: Peter Mac building partners, IT Provider
Number of Direct Reports	Nil
Qualifications and Experience	Essential <ul style="list-style-type: none"> <li>• Relevant qualification in Human Resources Management or business</li> <li>• Demonstrated experience in end-to-end recruitment (ideally in a fast-paced or technical environment)</li> <li>• Strong stakeholder management and influencing skills</li> <li>• Ability to manage multiple roles and competing priorities</li> <li>• Excellent communication and interpersonal skills</li> <li>• Sound understanding of Australian employment legislation</li> <li>• Experience using HRIS and recruitment systems (e.g. LinkedIn Recruiter, Seek, ATS platforms)</li> <li>• High attention to detail and strong organisational skills</li> <li>• Experience in applying sound judgement, knowledge and discretion in interpreting and applying legislation, policy, support, guidelines, and procedure to HR activities</li> <li>• Ability to work autonomously in a fast paced environment with competing priorities</li> </ul>

	<p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in manufacturing or healthcare environment</li> </ul>
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Key Accountabilities	Demonstrated by / Key Performance Indicators
1. Recruitment and Onboarding	<ul style="list-style-type: none"> <li>• Work with managers to facilitate end-to-end recruitment (internal and external campaigns) including revision of job descriptions, advertising, candidate application management, tracking, screening, selection, interview coordination, assisting with reference checks, onboarding and induction programs</li> <li>• Provide guidance to hiring managers on best practice recruitment and selection techniques</li> <li>• Effectively coordinate all documentation for new employees</li> <li>• Support onboarding process with new employees</li> <li>• Assist managers in coordinate the induction of new staff</li> <li>• Identify opportunities to improve recruitment processes and candidate engagement</li> <li>• Maintain recruitment data integrity across systems and ensure alignment with payroll processes</li> </ul>
2. HR Advisory & Generalist Support	<ul style="list-style-type: none"> <li>• Provide first-line HR advice to managers and employees on policies, procedures, and employment matters</li> <li>• Support employee lifecycle activities including onboarding, probation, contract changes and offboarding</li> <li>• Assist with performance management, employee relations, and engagement initiatives</li> <li>• Ensure HR practices comply with relevant legislation and organisational policies</li> <li>• Apply consistent HR frameworks and provide practical, risk-aware advice to support effective people management</li> </ul>
3. Systems and Compliance	<ul style="list-style-type: none"> <li>• Assist with development and management of HR policies</li> <li>• Develop and maintain HR templates and documents including letters and guidelines, and user guides and workflows</li> <li>• Manage and enhance the HR SharePoint</li> <li>• Maintain and continuously improve HRIS, ensuring data accuracy and effective system use</li> <li>• Assist with the preparation, presentation and reporting of HR metrics</li> <li>• Prepare reports and analysis for continuous improvement of people and culture activities</li> </ul>

<p>4. HR Projects</p>	<ul style="list-style-type: none"> <li>• Assist with preparation, communications, results, and follow up of employee feedback processes such as engagement surveys</li> <li>• Assist with coordination of the performance and remuneration review cycle</li> <li>• Support the delivery of employee wellbeing programs</li> <li>• Contribute to broader HR initiatives and continuous improvement projects that enhance efficiency, consistency and overall employee experience</li> </ul>
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<p>HSE personal accountabilities – individual worker</p>	<ul style="list-style-type: none"> <li>• Take reasonable care for their own health, safety &amp; wellbeing as well as others.</li> <li>• Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE.</li> <li>• Ensure their personal fitness for work.</li> <li>• Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury.</li> <li>• Participate in incident investigations and/or risk assessments when requested.</li> <li>• Provide a supportive environment for injured employees returning to work.</li> </ul>
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