



Position Description

Human Resources Consultant



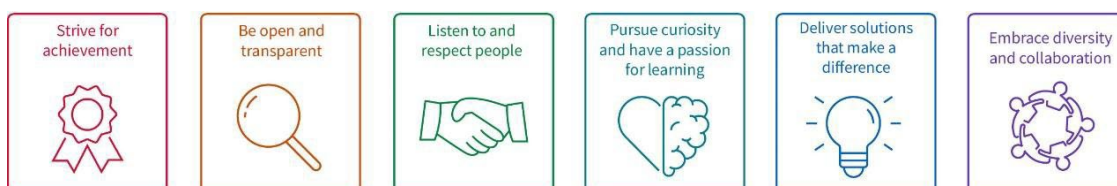
Position Title	Human Resources Consultant
Work Area	Corporate – Human Resources
Supervisor	HR Lead – Transitions & Operations
Incumbent	VACANT

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Our Values



Overview of Human Resources

The Human Resources function provides strategic and operational support to employees and managers across the organisation. The team is responsible for delivering people services, maintaining compliance, supporting workforce capability and driving continuous improvement to ensure an efficient and positive employee experience.

Purpose and Objectives

The HR Consultant plays a key role in delivering efficient, accurate and customer-focused HR services across the employee lifecycle. The role supports the effective operation of the HR Team through the provision of practical HR advice and high-quality recruitment, employment administration and operational support, while ensuring compliance with organisational requirements and maintaining the integrity of employee information.

Working collaboratively with stakeholders across the business, the HR Consultant responds directly to routine people and employment queries, providing timely and practical advice and support within their area of expertise and appropriately escalating complex, sensitive or higher-risk matters. The role contributes to a positive employee experience, supports continuous improvement initiatives and helps ensure HR services are delivered consistently, efficiently and to a high standard.

Key Responsibilities

- Provide responsive, customer-focused HR Operations support across the employee lifecycle, ensuring timely, accurate and practical support to employees, managers and stakeholders.
- Respond directly to routine people and employment queries, including providing foundational advice on HR policies, employment conditions, entitlements and processes, escalating complex, sensitive or higher-risk matters to the appropriate HR Business Partner, HR Lead or specialist where required.
- Coordinate and support recruitment activities in partnership with Talent Acquisition and HR Business Partners, contributing to an efficient and positive candidate and hiring manager experience.
- Coordinate onboarding, employment contracts, variations and other employment administration activities, ensuring accurate and timely documentation and positive employee experience.
- Maintain accurate employee information, documentation and records, ensuring data integrity and compliance with internal policies, legislative and organisational requirements.
- Support the effective use and administration of people systems, assisting employees and managers with system queries and contributing to the accuracy and integrity of people data.
- Support people reporting, compliance activities and other cyclical HR Team requirements as required.
- Contribute to workforce programs, transitions and other HR Team initiatives through effective coordination and operational support.
- Identify and contribute to opportunities to improve processes, workflows, technology and ways of working to enhance efficiency, consistency and service delivery.
- Build collaborative working relationships across the HR Team and broader business, contributing positively to team culture and the delivery of integrated HR services.
- Use AI and emerging technologies responsibly to improve productivity, service delivery and ways of working, in accordance with organisational requirements.

Selection Criteria

Qualifications and Experience

- Qualification in Human Resources, Business Administration or a related discipline, or an equivalent combination of experience and training.
- Experience in HR Operations, administration or coordination role within a fast-paced environment.

Knowledge and Skills

- Working knowledge of HR practices, with the ability to interpret and provide foundational advice on HR policies, employment conditions, entitlements and processes.

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- Demonstrated customer service skills, with the ability to provide practical, timely and accurate support to employees, managers and stakeholders.
- Sound judgement and ability to recognise when matters require escalation or specialist HR advice.
- High attention to detail, with the ability to maintain accurate employment documentation, records and data.
- Well-developed organisational skills, with the ability to manage competing priorities and meet deadlines.
- Confidence using HR, recruitment and business systems, with the ability to quickly learn new technologies.
- Effective written and verbal communication skills and ability to build positive working relationships across diverse stakeholder groups.

Personal Attributes

- Customer-focused, proactive and solutions-oriented, with a willingness to take ownership of enquiries through to resolution.
- Collaborative and supportive team member who contributes positively to team culture.
- Demonstrates sound judgement, discretion and confidentiality when dealing with people matters.
- Adaptable and comfortable working in a changing environment.
- Continuous improvement mindset and willingness to learn and develop.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech's commitment to technical excellence in gender equality, disability and social inclusion (GEDSI), our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the opportunities of the world's most marginalised groups. We encourage people from diverse backgrounds and experiences to apply.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.