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GENERAL MANAGER PEOPLE & CULTURE

JOB & PERSON SPECIFICATION

JUNE 2018

JOB SPECIFICATION

Position title:	Reports to:	Position Classification:
General Manager People & Culture	Managing Director	Executive
Group / Unit:	Location:	Direct reports:
Human Resources	80-92 Grand Junction Rd KILBURN SA 5084	<ul style="list-style-type: none">1

Job Purpose

The General Manager, People & Culture is responsible for all people based activity within the organisation from both an operational and strategic perspective. The role originates and leads the human resources practices and objectives that will provide an employee-oriented, high performance culture that emphasises empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The General Manager, People & Culture coordinates implementation of services, policies and programs through human resource staff and line management, by advice and assistance on human resources issues.

Key Responsibilities/Accountabilities

The incumbent will:

1. Actively participate and provide leadership in the strategic and operational direction of Nobles as well as regular and active review, monitoring and evaluation of the achievements of the Executive Team and Senior Management Teams and their plans;
2. Provide effective people and culture leadership to Nobles employees;
3. Ensure all positions, performance and development plans are aligned with the team's and Nobles' objectives and strategies;
4. Manage employee performance and behaviour appropriately and align employee performance and objectives with the needs of Nobles;
5. Manage payroll function in accordance with statutory requirements and Nobles' policies;
6. Manage training function in accordance with statutory requirements and Nobles' policies.

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The incumbent will:

Strategic

- Develop and implement an annual agenda for HR strategy in line with the business plan. Be Accountable for development of Nobles' HR strategy, workforce planning, employee relations, succession planning, performance and pay in partnership the organisation's strategic direction;
- Facilitate the development of relevant business plans and business cases for Major Organisational Change, ensuring alignment with Nobles' strategy and performance objectives.

Operational

- Develop and foster a high-performance team culture, model desired behaviours and implement relevant tools and performance frameworks;
- Ensure appropriate Learning and Development practices are in place to support the Nobles' capability development needs and foster the achievement of individual development goals;
- Act as a trusted advisor to the Managing Director, Executive Team and Senior Management Team, driving improved performance by identifying trends, developing insights, undertaking analysis, and providing metrics on key people matters to enable evidence based Executive decision-making;
- Lead the development of workforce planning and talent management practices for Nobles;
- Develop people managers' capability in recruitment, performance management, workforce planning, and management of the talent pipeline, by providing relevant training and coaching;
- Coordinate recruitment processes and participate in selection panels to provide support to the senior managers;
- Provide advice regarding remuneration strategy to ensure that it structured to most effectively attract, reward and retain staff in line with relevant Nobles policies and frameworks.

Finance, Compliance, Risk Management and Audit

- Develop the HR and Training expense budgets in conjunction with Finance;
- Manage expenses within delegated authority.

Human Resources

- Responsible for the diligent supervision of all direct reports;
- Provide effective leadership to Nobles' employees;
- Respect fellow employees through adherence to all HR policies (i.e. occupational health, safety and environment policy, equity and diversity policy, bullying and harassment policy and employee code of conduct policy).

Key performance indicators

- Employee turnover and climate
- Recruitment turnaround
- Overtime and allowance actuals to plan
- Performance review achievements to plan
- Headcount to plan

PERSON SPECIFICATION

QUALIFICATIONS

- tertiary qualifications in HR or equivalent;
- extensive experience operating in the Human Resources field

KNOWLEDGE AND EXPERIENCE

- Working knowledge of relevant aspects of contemporary HR practice including legislation and industrial instruments;
- 10 to 15 years plus demonstrated experience in operating at a strategic HR Manager/Business Partner level in a complex organisation;
- Proven capacity to operate at both strategic and operational levels;
- Highly developed verbal and written communication skills;
- Effective negotiation and influencing skills;
- Strong organisation and time management skills;
- Good attention to detail.

PERSONAL QUALITIES

- Ability to gain the confidence and respect of management, staff and other stakeholders;
- Commitment to initiating and driving change with resilience, creativity and energy;
- Genuine affinity with the values and behaviours of Nobles;
- Pragmatism, intuition, commercial acumen, sound judgement, drive, energy, credibility and authenticity.

HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed or Bernie Dyer by email to 23262@hender.com.au

Telephone enquiries are welcome and may be directed to Bernie or Lucy Dinnison-Mitchell on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.