



HUMAN RESOURCES MANAGER

JOB & PERSON SPECIFICATION

AUGUST 2018



JOB SPECIFICATION

POSITION: HUMAN RESOURCES MANAGER

REPORTS TO: CHIEF EXECUTIVE OFFICER

Position objectives

As a member of the Executive Team, the key objectives of this role include:

- develop and implement an effective human resources policy framework and associated business practices;
- develop, implement and evaluate appropriate human resource management plans including succession strategies;
- assist management and all employees to achieve operational excellence, profit and growth targets;
- develop and deliver induction training, performance management and the required competency training plans;
- ensure all human resources activities promote and maintain a positive work culture and environment;
- develop, implement and maintain effective employee records systems that are compliant with the Privacy Act, including a payroll system and associated processes;
- support management with the recruitment of new employees that will increase the overall capabilities of the organisation;
- develop, implement and maintain effective work health and safety business practices, processes and records;
- monitor and report on relevant human resource metrics.

Specific responsibilities

Policy Framework

- implement appropriate industrial and employee relations strategies and practices in compliance with employment legislation, awards and best practice. Identify issues and conduct timely and effective consultation with management, unions and workplace representatives;
- develop, implement and review human resource management policy and practices to ensure they effectively meet the needs of a dynamic environment;
- provide recommendations and advice to management on appropriate human resources strategies that support the achievement of corporate objectives;
- ensure the privacy of employees as required by the Privacy Act.



Management Planning

- liaise with the management team to provide support in the development of organisation structures and job descriptions that meet business needs and comply with the relevant award provisions;
- provide advice and guidance to all key stakeholders and managers on employee relations activities that contribute to building a capable and engaged workforce;
- liaise with the management team in planning for job re-design and employee management in response to changing business requirements;
- provide support to the management team to ensure the appropriate procedures are followed in the conduct of grievance, disciplinary and performance improvement investigations.

Training and Development

- ensure the effective delivery of induction training in all locations;
- manage and conduct all probation, performance and exit review processes;
- liaise with management to identify all training needs and develop and deliver the relevant training programs;
- develop and deliver leadership training and development programs in line with corporate objectives.

Business Systems

- maintain relevant human resource management information systems;
- ensure that employee records are comprehensive, accurate and secure;
- coordinate with Finance to ensure that the payroll process is timely and accurate.

Recruitment

- liaise with management in the recruitment of all new employees including job requisition and key metrics, advertising, interviewing and reference checking;
- determine the appropriate onboarding processes for all employees.

Work Health and Safety Processes and Practices

- develop and maintain work health and processes and business practices;
- liaise with management to ensure these are appropriately implemented across all business locations;
- develop and deliver continuous training programs and disseminate relevant information updates as required;
- ensure the organisation is at all times compliant with work health and safety regulatory requirements;
- manage rehabilitation and return to work processes in line with business and legislative requirements;
- co-ordinate the requirements of the organisation under ReturnToWorkSA provisions.



Culture

- develop and implement programs to enhance the morale and engagement of all employees as well as building stronger teams;
- promote the core values of the organisation;
- provide practical advice and guidance to the management team to ensure the implementation of human resources practices that provide a positive and consistent employee experience.



PERSON SPECIFICATION

Qualifications

- tertiary qualifications in human resources management or a related business discipline.

Knowledge

- an extensive knowledge of industrial systems and relevant regulatory environments;
- an extensive knowledge of human resources systems and planning, policy development and practices, remuneration systems and award classifications;
- an understanding of the drivers of organisational culture.

Skills

- a sound strategic planning capability and demonstrated commercial acumen;
- analytical, data and metrics capabilities;
- strong problem solving, negotiation and conflict resolution skills;
- leadership coaching skills;
- effective communication skills;
- organisational skills, including time management and the ability to prioritise effectively;
- good knowledge of human resources business systems including rostering and payroll;
- ability to facilitate and support positive relationships with unions and workplace representatives.

Personal attributes

- demonstrate the following characteristics:
 - personal integrity;
 - motivation, enthusiasm and dynamism;
 - commitment to professionalism;
 - customer centric ethos;
 - team orientation;
 - proactivity;
 - approachability;
 - empathy.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed or Bernie Dyer by email to 23532@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew, Bernie or Gill Manser on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.