



HUMAN RESOURCES MANAGER

JOB & PERSON SPECIFICATION

OCTOBER 2024

Human Resources Manager Position Description



VISION STATEMENT

Grounded in Christian values we provide accommodation, ambience, serenity and community to enable our residents to embrace life to its maximum potential.

MISSION STATEMENT

Warrina Homes provides in partnership with its residents, independent living and residential care facilities that nurture individuality, quality care and spiritual, physical and emotional wellbeing within a Christian environment.

OUR VALUES

Christian
Care
Teamwork
Sustainability
Good Corporate Citizen

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1. **Position Title:** Human Resources Manager
 2. **Reporting/Working relationships:** Reports to the Head of Human Resources

Position Objectives

- To oversee all Human Resources operations to ensure efficiencies and accurate execution.
 - To provide 'hands on' leadership in ensuring that innovative Human Resource (HR) systems are implemented to enable the effective and efficient operation of Warrina Homes.
 - To ensure legislative compliance in all aspects of the HR functions of the business including staff development programs, industrial relations, staff recognition and support and policy development.
 - To be a role model in supporting and affirming the service excellence culture, vision and mission of Warrina Homes.
 - Identify and participate in opportunities for improvement in the delivery of service to the Residents and contribute to the Continuous Improvement process.
 - Comply with work directives, Policies & Procedures.
 - Comply with the requirements of the Work Health & Safety Act 2011 (SA), to ensure a safe workplace for self and others.
 - To demonstrate responsible and thoughtful use of all resources, being mindful of the costs of consumable items and the impact of their use on the environment.
3. **Special Conditions:**
 - Must be willing to work across all Warrina Homes Sites.
 - Flexible approach to working hours with some out of hours work required. Time in lieu is available in consultation the manager.

4. Key Responsibilities/Duties

A team approach ensuring collaboration with members of the leadership team is essential in all areas of service delivery and strategic leadership.

- To promote and maintain a positive workplace culture where staff are valued and acknowledged and where the direct link to quality care and services to Residents and their families is reinforced.
- Provide HR support and advice to the wider Leadership Team ensuring contemporary HR practice in all aspects of the business.
- To manage and work closely with the Human Resources Team in the delivery of sound HR practices for Warrina Homes.
- Coordinate and oversee employee development activities to ensure the learning needs of staff are addressed and result in enabling competent and confident work practice, this includes:
 - Assist with the organizing of staff development activities and staff induction including the development of fliers and promotion, staff attendance, evaluations, catering and facilitator communication and support.
- Promote an inclusive and welcoming workplace where diversity is valued and applied.
- Educate, mentor and coach Managers and Coordinators to further develop their HR management skills to ensure that issues are addressed in a respectful and prompt manner.
- Execute and oversee Human Resources practices (not limited to recruitment, recognition and retention, on-boarding and off-boarding, performance management, etc.) that are effective and align to the strategic intent of Warrina Homes, this includes:
 - Assist with the recruitment of new staff including advertising of positions, liaising with candidates, arranging and participating in interviews and organising medicals.
 - Assist with the preparation of employment contracts & other communication to employees.
- Execute and maintain Industrial Relations systems and practices that are contemporary, in line with industry best practice and meet the risk appetite of Warrina Homes.
- Ensure that performance management and disciplinary processes are effective, and the risk of industrial issues is minimised.
- Ensure that People and Culture policies and procedures are developed and effectively guide practice to ensure that people are treated fairly, and natural justice is applied.
- Perform and coordinate the role of the Return-to-Work function for Warrina Homes as legislated.
- Provide input into employee communication, ensuring a positive and respectful approach.
- Conduct Human Resources analytics and compile monthly and ad hoc reports (including, but not limited to WGEA, Care minutes, RN availability, and other reports).
- Coordinate and oversee workforce events and special days.
- Execute and implement change in consultation with employees and other stakeholders.
- Keep abreast of legislative changes and discuss potential impacts with Manager.
- Coordinate and lead all workforce related audits.

5. Work Health and Safety

- Take reasonable care to protect your own health and safety at work.

- Take reasonable care to ensure you do not endanger yourself or any other person through any act or omission at work.
- Report accidents, injuries and “near miss” incidents to your Supervisor Immediately and complete any safety related documentation within 24 hours. Assist in incident investigations as required.
- Ensure that all equipment, including equipment provided for health, safety and welfare purposes is used correctly by yourself and other staff.
- Report hazards in the workplace, to your manager/supervisor and make recommendations to avoid, eliminate or minimize any hazardous working conditions or methods, of which you are aware.
- Ensure that you do not, by the consumption of alcohol or any drug, endanger your own safety at work or the safety of any person at work.
- Keep you work area tidy.
- Actively support the Work Health and Safety consultation process.

6. Person Specification

Essential Requirements

- Proven experience in leading, coaching and developing employees.
- Tertiary qualifications in Human resources or related field or significant experience working in a generalist Human Resources capacity.
- High level of proficiency in computer usage including but not limited to Microsoft Office i.e., word, Excel, Outlook, PowerPoint and other programs.
- Ability to provide ‘hands on’ HR services and a willingness to formulate and implement new initiatives.
- Ability to maintain and promote strict confidentiality in all aspects of the role.
- High level customer service skills and proven ability to resolve complex customer issues.
- Effective time management and problem solving skills.
- Proven ability to communicate effectively with all stakeholders and the ability to develop and provide high quality verbal and written reports.
- Ability to work as part of a team and to contribute to achieving team and business objectives.
- Able to work under pressure whilst maintaining a positive and enthusiastic attitude.
- Honest and reliable.
- Empathy with the Christian philosophy of Warrina Homes.
- Satisfactory Police Clearance for Aged Care (or willing to obtain).

Desirable Characteristics

- Previous experience in Aged Care



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.