

POSITION DESCRIPTION

POSITION TITLE:	Human Resources Manager
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Chief Operating Officer
CLASSIFICATION LEVEL:	GSL 10
SALARY:	\$120,643 – \$129,837
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	up to 7
NO. OF POSITIONS REPORTING INDIRECTLY:	up to 3

SUMMARY OF POSITION:

This position is responsible for management of the Human Resources Unit which covers the delivery of all areas of Human Resources and Industrial Relations, Work Health & Safety, Workers Compensation, Training & Development, Payroll, Recruitment & Selection advice and services as well as the monitoring and management of HRIS system (Aurion).

The position is responsible for the development and implementation of initiatives, policies and procedures in line with organisational strategies and goals, and contemporary practice, whilst also ensuring compliance with Menzies Enterprise Agreement and other legislative requirements. Alongside Senior Executive, this position also plays a key support role in the enterprise bargaining process with staff and Unions for the negotiation and renewal of Menzies Enterprise Agreement.

PRIMARY RESPONSIBILITIES:

1. Manage and lead a team of HR professionals, including planning and allocating staff resources, developing, coaching and mentoring the team, managing performance to deliver positive outcomes and meet key strategic targets, and fostering and support a team culture of high performance and continual improvement.
2. Oversee the delivery of effective human resource services and advice including recruitment and selection, probation, training and development, employee relations, payroll, performance management, grievance and case management, workers compensation and industrial relations including enterprise bargaining.
3. Provide leadership, direction and co-ordination in relationship to the development and implementation of effective Human Resource Management strategies to enhance Menzies capability and support its strategic targets and imperatives
4. Design, implement, champion, monitor and refine Menzies workforce development plan, focusing on talent recruitment and retention, career and succession planning, staff development, cultural competency, safety and respect.
5. Alongside Menzies Biyamarr ma team and other key stakeholders, play a lead role in the design, implementation, championing, monitoring and refining of Menzies Aboriginal and Torres Strait Islander Employment and Career Development Strategy.
6. Champion equity and diversity initiatives, and design, implement, monitor and refine processes and practices that enable a safe, supportive culture and environment for staff.
7. Contribute significantly to the leadership, culture, vision and strategic directions of Menzies.
8. Provide high level expert and professional advice, support and solutions to the Senior Executive on complex HR and Industrial Relations (IR) issues including development and implementation of a range of contemporary HR initiatives.
9. Work closely with the Chief Operating Officer to ensure compliance with the Menzies

Enterprise Agreement, Workplace Health and Safety obligations and any other relevant legislation and to develop policies and procedures to reduce risk.

10. Develop, monitor and review Menzies HR policies, practices and procedures, ensuring they support desired outcomes, appropriately reduce or mitigate risk, and are modern, efficient and effective for the organisation.
11. Design, implement and continually refine the HR reporting framework, providing analysis, insight and recommendations to guide practices that support positive, strategic outcomes.
12. Alongside Senior Management, play a key role in the enterprise bargaining process with staff and Unions for the negotiation and renewal of Menzies Enterprise Agreement.
13. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Post Graduate qualifications in Human Resources or other relevant field.
2. Significant experience in senior human resources roles with demonstrated ability and experience in strategic, conceptual, analytical and problem-solving skills with the ability to develop and implement effective policies and programs.
3. Proven ability to provide high level leadership to a diverse team; to network, build relationships and create strategic alliances; and to interact with people of diverse cultures and professions.
4. Highly developed conceptual, analytical, problem solving and negotiating skills with ability to manage and implement change positively and constructively.
5. Strong outcome orientation with superior ability to drive reform processes, negotiate and achieve long term and sustainable changes that are aligned with the strategic directions of Menzies.
6. Proven experience to effectively lead and manage a team to deliver outcomes.
7. Demonstrated understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to leading a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Membership of an appropriate Human Resources or Management professional body.
2. Experience in negotiating Enterprise Agreements with staff and Unions.

Approval:

Menzies Chief Operating Officer November 2019

GSL 10

PACKAGE COMPONENT	Minimum Value GSL 10/1 (\$)	Maximum Value GSL 10/4 (\$)
Gross Salary (position advertised as General Staff Level 10)	120,643	129,837
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	16,890	18,177
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	11,764	11,764
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,583	1,583
Total Salary Package	150,880	161,361