

Human Resources Manager (HU-FC004)



This form comes from the following Human Resources – Functional Statement, Corporate Services departmental process:

Position Title:	Human Resources Manager
Business Unit:	Corporate Services
Location:	Darwin
Classification:	Management Contract
Status:	Contract Full Time
Probation period:	3 Months (if applicable)
Responsible to:	Chief Executive Officer

This position is responsible for:

The Human Resources Manager is responsible for:

- Managing the operations of Human Resources functions and providing support across the company and management relating to industrial relations and employment conditions.
- Develop and implementing effective Human Resources policies and procedures and ensuring company aligns with company values and culture.
- Attract, retain, develop and lead highly qualified and committed staff
- Manage company engagement drivers by creating an employer of choice workplace and facilitating company training requirements.
- Oversee the development, implementation and monitoring of the Work Health and Safety systems in line with company strategies.
- Management of The Meeting Place by GTNT Group cafe

Statement of specific accountabilities

Human Resources Services

- Develop and implement Human Resources policy and procedures
- Lead and sustain a positive workplace culture
- Provide industrial relation advise to employees and management
- Provide Human Resources services to departments, which include but are not limited to:
 - Staff recruitment and inductions
 - Staff development and training
 - Conducting classification reviews
 - Assistance with resolving human resources matters
- Identify areas of concern and provide direction to management regarding staffing concerns
- Act as a mediator to resolve lodged disputes when required
- Prepare relevant legislative reporting requirements for the Workplace Gender Equality Agency (WGEA)
- Establish departmental key performance measures that support the accomplishment of the company's strategic goals.
- Review management key performance measures to ensure compliance with strategic goals/business plans and provide support as required
- Prepare periodic reports for management, as necessary or requested, to track strategic goal accomplishment
- Proactively manage collaborative working relationships with external stakeholders and other professional associations.
- Provide reports to Management and Board relating to management of Human Resources

Employee Induction

- Manage HR and company inductions
- Develop and continuously improve induction presentations and procedures
- Scheduling of company inductions
- Monitor the delivery of HR inductions to ensure consistency
- Monitor return of departmental inductions and requirement for further development

Recruitment and On-boarding

- Manage the recruitment and onboarding of all internal recruitment requirements whilst ensuring recruitment/promotions and transfers are managed equitably
- Provide prompt response to relevant managers regarding the vacancy
- Monitor company's vacancy requests and seek appropriate approvals
- Monitor staff vacancies on GTNT website
- Review functional statements as required
- Conduct interviews and provide documented feedback when required

Employee Departures

- Conduct exit interviews with departing employees
- Investigate employee concerns or issues raised in exit interviews
- Monitor return of property forms for departing employees
- Conduct annual exit interview report for Senior Leadership Team to identify areas for continuous improvement.

Navision

- Management of HR Card for employee records to ensure current and accurate records are maintained

Performance Review

- Manage the performance reviews for staff to ensure timely completion
- Monitor and follow up with management and employees any issues relating to performance reviews

Work Health and Safety

- Monitor the implementation, monitoring and review of Company WHS strategy
- Set a good safety example by both personal conduct and through the active promotion of WHS principles
- Monitor and report on the training of staff on WHS policies and procedures
- Provide advice and information to staff on all WHS matters
- Provide relevant WHS induction, information and training to ensure that all staff are aware of their responsibilities
- Provide reports to Management and the Board on performance against WHS objectives and targets as outlined in policies and strategies
- Manage and monitor workplace incidents, near misses and the corrective action taken or required
- Manage and monitor workers compensation claims
- Monitor and report on workers managed return to work programs
- Manage workers compensation obligations and develop active strategies to facilitate the return to work of Apprentices/Trainees
- Ensure a safe work environment
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions.

Management

- Contribute to organisation's strategic direction, visions and goals.
- Contribute to the review, maintenance and implementation of organisational policies and procedures.
- Comply with the companies Quality Management System.
- Manage operational plan and budgets.
- Meet KRA's set at each strategic plan on annual basis for business area.
- Provide timely and accurate board reports.
- Develop and meet KRA's agreed with the CEO

Other General GTNT Position Accountabilities

Customer Service

- Exercise a high level of interpersonal/customer service skills in dealing with all prospective an existing clients
- Manage quality customer services.

General Administration

- Prepare reports and other documentation as required
- Coordinate and promoting professional development and training activities for all staff
- Implement and reinforce company policies and procedures
- Maintain and update organisational chart
- Comply with Group Training Organisational Standards
- Provide other administrative support to the CEO as required

Team

- Facilitate work teams and value individual differences and diversity.
- Establish effective workplace relationships with groups and individuals.
- Participate in business planning activities as required.
- Participate in company and divisional meetings, and training activities.

Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including: GTNT policies/procedures and protocols located in the Quality Manual System.

- Privacy Act.
- Workplace Gender Equality Act
- Work Health and Safety (*National Uniform Legislation*) Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.
- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Key Result Areas will be negotiated as part of the regular performance planning and review processes.

The incumbent must hold and maintain a valid police clearance certificate throughout employment.

Must demonstrate company values; Be Accountable, Be Innovative, Customer Service Excellence, Respect Everyone, Think Safe Be Safe and Integrity is Everything.

Selection Criteria

- Completion of Diploma of Human Resources and relevant experience in industry.
- Demonstrated ability to work efficiently as a member of a small team and independently in a client focus area.
- Demonstrate understanding of workplace requirements related to occupational health and safety, equal opportunities and information privacy.
- High level of oral and written communication skills, with the ability to liaise at all levels across diverse disciplines with tact and diplomacy.
- Demonstrated commitment to providing a high level service to internal and external clients
- High level of competency in information technology and employee management systems.
- Demonstrated commitment to display initiative, meet deadlines and comply with relevant guidelines and procedures.
- Knowledge of Vocational Education and Training in Australia, the relevant legislation of Governments and Industrial Relations system and in particular when and where to seek advice regarding Industrial Relations matters.

Training and Professional Development

Position Training Requirements

- Diploma of Human Resources
- Certificate IV Work Health Safety
- GTNT ITC Security for Privileged Users Induction Course

Additional Company Training Requirements

- Navision (GTNT)
- Cross Cultural Awareness
- WHS Awareness Training
- Paradigm
- The company's talent management system

Key Performance Measures

- To be developed on an annual basis with CEO

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Remuneration Package

- Annual leave:** 5 weeks
Sick leave: 2 weeks
Superannuation: Superannuation Charge Guarantee
Additional Benefits: Health and Well-being Package

All other conditions are in accordance with the current policy and procedures.

The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

I, _____ confirm I have read and understood my functional statement. I have a Complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature: _____

Date: _____

This form also relates to the following other forms: Nil