

## Position Description

### *Manager Human Resources*

#### Overview

The manager of human resources (HR) is responsible for all aspects of HR with a particular focus on leading organisational change and industrial relations as the company moves its strategic focus from a traditional book company, to a global information network.

#### Division

Corporate Services, Human Resources

#### Remuneration

\$150,000 - \$220,000

The remuneration package for this position will depend on the level of experience and competency of the incumbent officer. To be considered for the higher salary range, applicants will need to have demonstrated an extensive understanding of IR, people management and change management in organisations together with demonstrated experience in a management position.

#### Position Objectives

- Recruitment, selection and retention of a workforce that meets the present and future needs of the business,
- To develop policies and systems aimed at producing a dynamic workforce and working environment,
- To establish and maintain employee relations programs and policy that provide for the collective and individual growth of the company's employees,
- Seek to improve processes associated with human resources functions to ensure best practice being provided to the organisation,

- To establish compliance with legislative requirements,
- Provide leadership and direction to the human resources staff.

### Key Selection Criteria

- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality,
- Demonstrated ability in the areas of recruitment and selection, counselling, performance management, change management and managing grievance procedures,
- Sound knowledge of legislation as it applies to people management, including IR, EEO etc. along with experience in developing and writing HR related policies and procedures,
- Sound management skills, knowledge of human resource management practices, industrial relations, change management practices, leadership development,
- Experience in a management role sufficient to be able to provide supervision and leadership and effective day-to-day management of human resources staff,
- Demonstrated experience in, and knowledge of, strategic planning and process practices sufficient to be able to lead the organisation through the change process as part of the management group,
- Highly developed time management skills and demonstrated ability to effectively manage multiple projects,
- A relevant tertiary/HR qualification.

### Key Duties and Responsibilities

#### *Human Resources*

- Supervise and provide leadership to the human resources team,

- Ensure the finance department adheres to industrial agreements, awards and company guidelines in payroll production,
- Ensure personal files are accurate and up to date and reflect a work history of each employee, including promotions/higher duties allowance, current qualifications, training completed, training requirements, worker's compensation details and appraisal records,
- Deal with routine inquiries and matters to, or from, employees.

#### *Industrial Relations*

- Provide advice on industrial relations issues and matters of award interpretation to minimise industrial conflict,
- Act as a mentor to supervisory staff to assist in developing their industrial relations knowledge, skills and conflict handling ability,
- Award interpretation in consultation with industrial relations consultant, unions and other relevant sources including global recruitment practices,
- Develop, negotiate and implement award agreements and/or other industrial agreements,
- Deal with routine inquiries and matters to, or from, union organisations/other bodies.

#### *Employment Process*

- Develop and review recruitment and selection policies and practices to ensure best practice (i.e., to attract quality fields and ensure the selection of the most competitive applicants),
- Raise staff awareness of selection techniques (e.g. conduct training for panel members),
- Manage the selection process on behalf of the CEO and managers,

- Responsible for the processing of all recruitment vacancies and associated advertisements (in conjunction with the CEO and executive managers) to ensure compliance with relevant legislation and company policies,
- Responsible for the coordination of the interview processes (contacting prospective interviewees, mediate on panels and selection of successful applicant),
- Provide input to develop and maintain an orientation and induction policy,
- Ensure that the induction process is carried out consistently across the organisation in line with an orientation and induction policy,
- Ensure that separation processes are carried out in accordance with statutory, award and company policy requirements.

#### *Occupational Health and Safety/Risk Management*

- Work with the occupational health and safety (OHS) consultant to oversee the OHS consultant's management of the workers compensation and injury management issues,
- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place, in accordance with company policies and management principles,
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as, and when, provided,
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

#### *Staff Development/Performance Review*

- Manage the compilation of data and development of appropriate performance indicators in relation to performance appraisal reviews,

- Arrange the documentation for the company's performance appraisals and to arrange a timetable for the conducting of such appraisals within policy guidelines,
- Disseminate training offered throughout the organisation and as highlighted in performance reviews,
- Review the PMS and prepare annual reports on outcomes and satisfaction levels.

### Reporting Relationship

This position reports to the CEO of the company and is responsible for the direct supervision of:

- The HR team,
- External/internal specialist consultants,
- OHS officer.

The position works across the company and in close cooperation/providing a range of HR related services to managers and staff.

<p>PD Approved by: CEO John Readings Pty Ltd</p> <p>Supervisor: CEO John Readings Pty Ltd</p>	<p>Employee:</p> <p>Date Appointed:</p>
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### Signatures:

Supervisor \_\_\_\_\_

Employee \_\_\_\_\_