

JOB DESCRIPTION

Position Title:	Human Resources Manager
Position Type:	Full time/ Ongoing
Location:	Deakin
Reporting Relationship:	CEO
Position Classification:	The position is classified at Band G in accordance with the RACR Enterprise Agreement
Remuneration:	An attractive remuneration package (including PBI benefits)
Reviewed:	5 April 2021

Roles and Responsibilities:

The purpose of this position is to provide an effective Human Resource (HR) support to Relationships Australia Canberra and Region (RACR) by providing strategic advice and operational support to HR policy, workforce planning, performance management and the management of complex industrial and legislative matters.

The position holder will take a lead role in driving and embedding a performance-oriented culture, ensuring continuous improvement and efficient work practices are in place to support the achievement of RACR's strategic objectives. As a member of the Senior Executive Team (SET), the incumbent will have an active presence across all sites.

Duties of the Position:

Human Resource Strategy, Workforce Planning and Policy

Develop, negotiate and implement an HR Strategy, Workforce Plan and other key initiatives, designed to attract, retain and develop a high performing, productive and capable workforce.

- Ensure internal stakeholders are actively engaged during the HR Strategy formulation process.
- Identify and advise on building organisational capacity, behaviours, structures and processes.
- Ensure HR services meet business needs.
- As a member of the SET, work with organisational leaders to deliver on RACR's strategic goals and objectives.

Change Management and Leadership

- Develop and deliver organisational change initiatives, role modelling desired behaviours at all times as a change leader to build trust and increase workforce productivity.

- Encourage and demonstrate the need for continuous professional development, and the value it provides to an organisation.
- Lead and support the human resources team
- Work with key stakeholders across all sites to increase workforce engagement and participation.
- Proactively seek ways to identify team needs, ensuring HR solutions are customised, as appropriate, to meet these needs.
- Participate in the Quality and Risk Management Committee, take responsibility for reporting and monitoring RACR's performance in its management of human resources.

Performance Management, Industrial Relations and Legislative Compliance

- Provide expert advice, coaching and support to RACR management in the handling of employee conduct and work performance issues.
- Provide high level advice and support to resolve significant and complex industrial and employee relations matters, including but not limited to industrial issues, misconduct and employee complaints. Undertake an advocacy role in industrial tribunals as required.
- Where necessary, lead workplace investigations.
- Create, negotiate and implement Workplace Agreements in accordance with legislation.
- Provide advice on the terms and conditions of Workplace Agreements including employee salaries, comparable awards, employment contracts and industrial relations legislation.
- Ensure RACR remains compliant with relevant industrial relations obligations and funding service agreements, by maintaining a thorough knowledge of relevant legislation and government policy.

Learning and Development

- Identify organisational learning needs in accordance with RACR's strategic and operational plans and lead in the development of a learning strategy for the organisation.
- In partnership with the SET, evaluate and make recommendations to improve the efficacy of existing learning and development programs, including organisational inductions.

Recruitment and Selection

- Develop recruitment and selection tools to increase the robustness, efficiency and efficacy of the recruitment processes, including a review of policy and procedures.
- Assist management on talent attraction, ensuring adherence to RACR processes and practices.
- Create job descriptions in collaboration with hiring managers ensuring role responsibilities support the delivery of organisational goals and objectives.
- Support the SET and CEO in the review of employee salaries.

- Support the SET and CEO in the identification of key roles that require succession planning.

Workplace Health and Safety (WH&S) and Employee Rehabilitation

- Ensure all organisational WH&S obligations and due diligence requirements are met, including the ongoing maintenance of WH&S policies, procedures and employee rehabilitation files in accordance with legislative standards.
- Ensure appropriate systems and processes are in place to record workplace injuries, illnesses and hazards.
- Develop a relationship with employees undergoing a return to work program and/or Workers Compensation claims, and respective reporting managers, in an attempt to achieve effective rehabilitation outcomes.

Project Management and Reporting

- Prepare high quality briefs on key HR issues requiring decision, particularly those that impact funding, organisational liability or service delivery.
- Manage and prepare board reports, submissions and organisational statistics, project plans and research papers to be delivered to SET, CEO or the Board.
- Develop project plans for funded HR projects.

Other Responsibilities

- Ensure quality improvement processes are implemented and documented in accordance with the Quality and Risk Management Framework.
- Establish and maintain a robust HR management framework, including supporting systems and work processes, and automation of work flows to increase process efficiency, efficacy and effectiveness.
- Manage the effective coordination and timely delivery of operational HR services, including execution of case management processes, identifying areas of improvement to reduce future risk.
- Ensure accurate maintenance of employee records in accordance with legislative standards, funding body requirements and RACR policies.
- Undertake any other duties that are reasonably within the limits of the employee's skills, competence and training.

Selection Criteria:

Essential:

1. Tertiary qualifications in human resources, organisational psychology or industrial relations.
2. A minimum of 8 - 10 years of practical hands on experience as a senior HR generalist.

3. Demonstrated success in leading and operationalising the HR function including developing, implementing and evaluate contemporary human resource strategies, policies, procedures, programs and initiatives to enhance organisational performance, capability and outcomes.
4. Demonstrated knowledge and experience in the application of change management principles, methodologies and tools, with success in leading business or cultural change.
5. Proven experience with effectively managing stakeholder relationships.
6. Demonstrated high level written and verbal communication skills including the ability to research, prepare and present submissions and reports to the Board and SET, including investigation reports.
7. Experience in leading a small team in managing competing priorities, ensuring an ongoing customer service focus.
8. Demonstrated high level computer literacy including within a Human Resource Information System (HRIS) environment.

Desirable:

1. Possession of, or progression towards obtaining a relevant post-graduate qualification.
2. Experience within the community services or Not-for-Profit sector.

Special requirements:

- Regular travel is a requirement of this role. The ability to operate a class C motor vehicle and a valid driver's licence are required.
- Capacity to work outside of normal business hours to support RACR services.
- Commitment to mission and values of RACR.
- Relationships Australia Canberra and Region honours Australia's First Peoples. We have an expectation that every member of staff agrees to work toward their own cultural awareness and fitness and will participate in cultural training and discussions during the course of their working life with our organisation.
- Understand and embed restorative principles in their work and interaction with others.

Contact Person:

For further information about the position or application process, please contact the CEO on 0412422891 or careers@racr.org.au