

Job Description

Human Resources Manager



Job Title: Human Resources Manager
Reports To: Executive Manager
Location: Subiaco, Perth (WA) or Katherine (NT)
Contract Term: Fixed term until 30 June 2022
Hours: Part-time: 17.5 hrs per week
Remuneration: \$90,817 (pro rata) + super

Additional Benefits: Option to salary package up to \$18,549 tax free and increase your take home pay.

BACKGROUND

EON Foundation (www.eon.org.au) a not for profit, was created in 2005 to provide practical support to improve the health and well-being of Aboriginal people in remote communities. EON delivers a nutrition-focused, healthy lifestyle and disease prevention program - the EON Thriving Communities Program. We build edible gardens in remote Aboriginal schools and communities across Western Australia and the Northern Territory for a secure supply of fresh fruit and vegetables, and partner with them to deliver a hands-on gardening, nutrition education and cooking program.

THE ROLE

We are looking to employ a seasoned HR business partner with the ability to coach and influence at all levels, dealing with staff across multiple remote locations. This position may be based in our Subiaco (WA) office or our Katherine (NT) office, depending on the location and preference of the successful candidate.

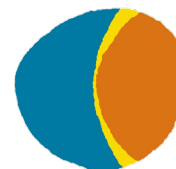
At EON we have a culture of “making things happen” and you will be supported by a passionate and positive work environment.

The role is 17.5 hours per week, preferably worked over 5 days, but that is negotiable with the right candidate. A small number of these hours per week may be done from home if mutually agreed. The contract is fixed term until 30 June 2022, with the possibility of extension.

CORE ACCOUNTABILITIES

Reporting to the Executive Manager, you will be responsible for the efficient & effective delivery of all HR services to EON, including:

- Managing staff recruitment, retention and development in conjunction with the relevant managers
- Onboarding/induction and offboarding/exit of employees, including contract preparation and collection/storage of appropriate employee documents
- Providing high level, timely and professional advice and support to senior managers and staff about complex employee matters and preparation of relevant reports to the Board
- Assisting managers with performance reviews and management
- Management of staff grievances
- Ensuring staff are supported, including through the Employee Assistance Scheme
- Ensuring compliance with *Fair Work Act* and related legislation



EON Foundation

- Assisting management to ensure EON policies and procedures comply with work health and safety legislation obligations
- Reviewing and updating policies and procedures
- Reviewing and maintaining employee and consultant contracts
- Providing professional advice and solutions on all employment related issues
- Contributing to staff retention strategies and professional development and training
- Contributing to continuous improvement of HR services
- Change management as required
- Promotion of the EON culture to all staff
- Management of Workers Compensation cases

SELECTION CRITERIA

Essential:

- Relevant university qualification in Human Resources (or equivalent knowledge/experience) with a minimum of ten years relevant experience (and ideally at least 5 years being in a similar senior leadership role)
- Highly developed knowledge of HR related legislative and regulatory requirements
- Sound knowledge of health and safety legislation and best practice
- Sound generalist HR knowledge and experience across a variety of areas including performance management, industrial relations, workforce planning, employee relations, workers compensation and strategic HR planning
- In-depth understanding of the principles and processes in HR, administration and project management.
- Experience in drafting policies and procedures
- Excellent communication and interpersonal skills with a high level of emotional intelligence
- Able to work in a team environment, working with Management to ensure strategic outcomes are met and the organisation is run effectively and efficiently from an HR perspective
- A driven, self-starter with the ability to act with the minimum of supervision who is relatively self-sufficient and can work with all mainstream office technologies, producing much of their own work

Desirable:

- While not a requirement that the applicant be from a not-for-profit environment, it is important that they be prepared to embrace the objectives and culture of the organisation and any NFP experience will be favourably considered
- Experience with Aboriginal organisations or communities, especially remote communities, will be highly regarded

LICENCES AND CERTIFICATION

- National Police Clearance
- Working with Children Check
- Ability to work in Australia

To apply for this role, please provide a covering letter addressing the Selection Criteria together with your CV and submit via email to EON Human Resources at hr@eon.org.au by COB Friday 18 June. Early applications are encouraged. **Please note that previous applicants need not re-apply.**