



Kanyirninpa Jukurrpa

Human Resources Manager

Position details

Position title	Human Resources Manager
Reports to	General Manager Corporate Services
Direct reports	Nil
Location	Perth or Newman. Regular travel to Newman and remote Martu communities is required. KJ accommodation will be provided for a Newman-based appointment.
Employment status	Full time
Classification	\$120,000 - \$140,000
Review date	

About Kanyirninpa Jukurrpa

Kanyirninpa Jukurrpa (KJ) is a Martu organisation established to support Martu people to maintain culture, look after Country, strengthen communities and create opportunities for future generations.

KJ delivers cultural, environmental, family and social programs across the Martu determination, remote Martu communities and Newman. KJ is governed by a Martu Board. Martu leadership, knowledge and priorities are central to how KJ operates and delivers its work.

Our workforce includes Martu and non-Martu employees working across office, community and field-based roles, with permanent, part-time and casual employment arrangements across a geographically dispersed organisation.

Position purpose

The Human Resources Manager is responsible for establishing and leading KJ's internal human resources function while coordinating day-to-day HR support across the employee lifecycle. The position provides practical advice and support in recruitment, onboarding and offboarding, employment documentation, employee records and compliance, employee relations, industrial relations and Award interpretation, performance processes, training coordination, employee wellbeing and workforce systems.

This is a hands-on generalist role that works closely with managers to strengthen consistent, fair, culturally appropriate and legally compliant employment practices across KJ.

The role is supported by the Finance and Payroll team, which assists with agreed employment administration and payroll-related processing. Managers remain responsible for managing their employees and for implementing workforce and safety requirements within their areas.



Key responsibilities

1. Recruitment, onboarding and offboarding

- Coordinate and advise on end-to-end recruitment processes in partnership with managers / Corporate Leadership Team.
- Support managers to identify workforce requirements, prepare position descriptions and determine appropriate recruitment strategies.
- Coordinate advertising, applications, interviews, reference checks, pre-employment requirements and employment offers.
- Establish and maintain consistent onboarding and induction processes for new employees.
- Coordinate probation, changes to employment and offboarding processes.
- Ensure required approvals and documentation are completed and provided to Finance and Payroll for processing and recordkeeping.
- Monitor recruitment activity and identify recurring vacancies, difficult-to-fill positions and emerging recruitment risks.

2. Employment documentation, records and compliance

- Prepare and coordinate contracts, variations, higher-duties arrangements, probation confirmations, separation documentation and other employment records.
- Establish and maintain complete, accurate and securely stored employee files.
- Maintain workforce establishment, FTE, position and organisational structure information.
- Monitor police clearances, Working with Children Checks, licences and other role-specific requirements.
- Administer and progressively improve KJ's human resources information systems, workflows and data quality.
- Undertake any required Equal Employment Opportunity, workforce or regulatory reporting.
- Maintain an accurate understanding of Award coverage across KJ and support regular review of classifications, remuneration, allowances and employment conditions.
- Work with Finance and Payroll to address identified inconsistencies or risks in employment conditions and payroll-related information.
- Ensure employment documents, records and processes comply with relevant legislation, the National Employment Standards, applicable industrial instruments, privacy requirements and KJ policies.

3. HR advice and employee relations

- Provide practical advice to managers on KJ policies, employment conditions, the Fair Work framework, the SCHADS Award and other applicable employment requirements.
- Coach and support managers to address attendance, conduct, workplace behaviour, performance concerns, grievances and employee complaints.
- Coordinate routine employee relations, performance management and disciplinary processes.
- Support fair, consistent, confidential and culturally appropriate employment processes.
- Prepare, or assist managers to prepare, performance plans, formal correspondence and other employee relations documentation.



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- Seek specialist advice from KJ's retained employment advisers or other external specialists for complex or high-risk matters when required.
- Identify and escalate significant workforce, legal, employment or reputational risks to the General Manager Corporate Services.

4. Training, systems and workforce improvement

- Coordinate KJ's annual staff meeting and professional development planning processes and maintain oversight of mandatory and role-specific training requirements.
- Support practical performance and development processes, including clear expectations, feedback and regular performance discussions.
- Work with the Payroll team to effectively manage and utilise KJ's employee management portal.
- Draft, review and maintain HR policies, procedures, templates, approval processes and other documents in line with legislative requirements and organisational needs.
- Prepare regular workforce information and reports for the General Manager Corporate Services and Corporate Leadership Team.
- Use workforce data, staff feedback and exit information to identify workforce trends and contribute to practical strategies to improve recruitment, retention, employee capability and organisational effectiveness.
- Contribute to workforce planning, organisational changes, manager capability and succession planning as agreed with the General Manager Corporate Services.
- Support the implementation of approved workforce and organisational improvements.
- Contribute to reviews of KJ's longer-term employment framework, including assessment and, if approved, development or implementation of an Enterprise Agreement.
- Support the implementation of approved workforce and organisational improvements.

5. Employee wellbeing and WHS coordination

Operational responsibility for workplace health and safety remains with KJ managers and program areas. The Human Resources Manager will:

- work managers on people-related WHS matters;
- coordinate workers compensation, injury management and return-to-work processes;
- support the management of workplace behaviour, psychosocial hazards and employee wellbeing matters;
- manage KJ's externally provided Employee Assistance Program (EAP);
- ensure HR policies and employment practices align with KJ's WHS systems;
- assist with the coordination and recording of required employee training; and
- provide relevant workforce information for WHS planning and reporting.

The position is not responsible for independently managing KJ's operational or technical WHS requirements.



Key working relationships

- **Internal:** General Manager Corporate Services, Corporate Leadership Team, program and area managers, Finance team, Martu and non-Martu employees.
- **External:** Employment advisers, recruitment and training providers, workers compensation and rehabilitation providers and HR service providers.

Decision-making and authority

The Human Resources Manager provides professional HR advice, coordinates approved employment processes and recommends practical improvements to HR systems and practices. The position manages routine HR matters within KJ's delegations, policies and approval processes, seeks specialist external advice for complex or high-risk matters, and escalates significant employment and workforce risks to the General Manager Corporate Services.

Final decisions concerning senior appointments, organisational restructures, significant remuneration changes and termination of employment remain with the relevant delegated manager or executive.

Qualifications, experience and capabilities

Essential

- Relevant qualifications in human resources, employment relations, business or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience in a broad generalist HR, HR Manager or senior HR advisory role.
- Experience coordinating recruitment, onboarding, employment documentation and employee records.
- Sound knowledge of Australian employment legislation, the National Employment Standards, modern awards and good-practice employment processes.
- Demonstrated ability to interpret Award coverage, classifications, remuneration and employment conditions.
- Experience advising and coaching managers through employee relations, performance and conduct matters.
- The ability to establish and improve practical HR systems, records, policies and processes.
- Strong written communication, organisation and recordkeeping skills.
- The ability to work independently, exercise sound judgement, manage competing priorities and maintain confidentiality.
- The ability to build trusted relationships and work respectfully and effectively within a Martu-led organisation.

Highly regarded

- Experience applying the SCHADS Award.
- Experience working in an Aboriginal, community services, not-for-profit or remote-services organisation.



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- Experience supporting a geographically dispersed or casual workforce.
- Experience implementing or improving a human resources information system.
- Experience with Enterprise Agreement preparation, bargaining, implementation or related industrial relations work.
- The successful applicant must have unrestricted rights to work in Australia for the duration of their employment.

Employment requirements

- The successful applicant must have unrestricted rights to work in Australia for the duration of their employment.
- The successful applicant must also hold or be willing to obtain:
 - a current unrestricted Australian driver's licence;
 - a National Police Clearance;
 - a Working with Children Check, where required; and
 - any other checks or clearances required by KJ.
- Regular travel to Newman and remote Martu communities is an inherent requirement of the position. Travel may include four-wheel-drive vehicles and light aircraft.

General employment obligations

All KJ employees are expected to:

- work in accordance with KJ's values, policies and Code of Conduct;
- respect Martu cultural authority, knowledge and ways of working;
- contribute to a safe, respectful and inclusive workplace;
- comply with lawful and reasonable directions;
- protect confidential and sensitive information;
- participate in performance, training and organisational processes;
- report risks, incidents and concerns appropriately; and
- undertake other reasonable duties consistent with their position.

Position description acknowledgement

I acknowledge that I have read and understood this position description. I understand that the responsibilities may be reviewed and adjusted from time to time to reflect KJ's organisational requirements.

Employee name	Manager name
Employee signature	Manager signature
Date	Date