



Human Resources Manager

1. Position Objectives

This position is responsible for the implementation of HR strategies, created in conjunction with the Director Corporate Services. This position also manages all HR operations through a team of HR Professionals.

2. Key Responsibilities

- Assist Director Corporate Services to:
 - create Human Resources Strategies, and oversee their implementation
 - create and review the HR Business Plan and the HR Budget
 - Implement processes of succession planning
 - Conduct and take action on Employee Engagement surveys
- Ensure that the Council's HR Policies and Procedures are contemporary, relevant to the organisation and that they comply with BRC policies, and satisfy Northern Territory and Commonwealth Legislation
 - Conduct internal HR auditing and self assessment
 - Ensure that HR record keeping is compliant with statutory obligations
 - Review, develop, and oversee the implementation of HR Policies and Procedures
- Oversee core HR functions including; Performance, Employee Relations, Employee Satisfaction and Retention, Compensation and Benefits, Succession, Recruitment and Induction, and Equal Employment Opportunity
 - Maintain and develop a conducive Industrial relations climate within the Council
 - Ensure parity of compensation and benefits across the organisation, and that employees are receiving all relevant entitlements
 - Develop, negotiate and implement collective agreements and other industrial agreements
 - Deal with routine inquiries to and from Union organisations
 - Provide mentoring and coaching to managers regarding the implementation of HR policies and procedures, to include disciplinary, performance and grievance issues
 - Oversee, implement and review performance appraisal system
 - Conduct workplace investigations and disciplinary action where required
 - Advise and assist managers and employees with grievances lodged
- Manage the members of the HR team
- Create various HR reports for the Senior Management Team and Council
- In conjunction with the HR Advisor, HR ensure all vacancies are filled within reasonable time limits, and new employees are inducted
- Other reasonable duties as prescribed by the Director Corporate Services or Chief Executive Officer

3. Organisational Relationship

Reports to:	Director Corporate Services
Title:	Human Resources Manager
Classification:	Non-EBA Contract (\$90,000 - \$105,000)
Department:	Human Resources
Supervises:	Human Resources Advisor, Human Resources Administrator
Internal Liaison:	Director Corporate Services Executive Team Other staff
External Liaison:	Members of the public Government and non-government departments External auditors Other external organisations and stakeholders

4. Organisational Context

Reporting to the Director Corporate Services, this position is responsible for providing developmental HR activities as well as generalist HR support to the managers and employees of Barkly Regional Council through a team of HR professionals. This position will be based in the Tennant Creek offices, and will involve some travel to the towns and Communities of the Barkly Region.

5. Knowledge and Skills

Organisational:

- Demonstrated knowledge of developmental HR activities including drafting of contemporary policies & procedures and their implementation across an organisation.
- Knowledge, Interpretation, Advisory & Compliance to existing workplace Laws & Regulations (Territory & Commonwealth)
- Demonstrated knowledge and understanding of Aboriginal Culture and Aboriginal issues
- Highly developed written and verbal communication skills
- Strong interpersonal skills
- Highly developed computer skills
- Ability to prioritise and project manage in order to meet specific timeframes and allocated tasks within the role
- Strong initiative with minimal supervision required and the ability to plan and organise work
- Demonstrated ability to work with and lead a motivated team
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment

Interpersonal:

- Demonstrated ability to work within tight timeframes and regularly monitor deliverables
- High ethical standards and personal integrity
- A willingness and ability to work in a challenging environment
- Responds positively to change
- A genuine appreciation of Indigenous people and their culture

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions
- Ability to promptly respond to changed circumstances and make sound decisions
- Adherence to all legislative requirements and best business practices at all times

Commitment, Attitude and Application to Duties:

- Provide courteous and prompt attention to requests for information
- Demonstration of a positive and proactive attitude with strong initiative
- Promote Barkly Regional Council in a positive manner at all times when dealing with external contacts
- Proven ability to work under pressure and deliver accurate documentation for sign-off within agreed timeframes
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Any other reasonable duties as directed by your Manager

6. Essential Criteria – Qualifications, Skills and Experience

1. Formal qualification in Human Resource Management or related discipline, significant progress toward this qualification or significant experience working in Human Resources
2. Demonstrated change management experience in the HR context with previous experience in drafting and implementing new HR policies and procedures across an organisation
3. Knowledge and experience managing a broad range of Human Resources issues including performance management, industrial relations, workforce planning, and recruitment and retention.
4. Current working knowledge of the Fair Work Act, Northern Territory Local Government Act and other relevant legislation
5. Excellent communication and interpersonal skills, including interviewing, counselling, negotiating, report writing and conflict resolution skills
6. Well developed computer literacy skills within a Microsoft Office environment
7. Current Drivers Licence

7. Desirable Criteria

1. Experience working with indigenous people and in indigenous communities
2. Knowledge and understanding of financial budgeting and reporting.
3. 4WD training and experience

8. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities and other requirements of the position

Signature
Director, Corporate Services

____/____/_____
Date

9. Acceptance

I, _____ have read and understand the requirements of this position and hereby agree to the responsibilities and accountabilities as outlined above

Signature
Employee

____/____/_____
Date