



## JOB PROFILE

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<b>Position Title:</b>	Human Resources Manager
<b>Engagement Type:</b>	Contract, 2 year
<b>Salary:</b>	\$118,501 per annum plus 15.4% superannuation
<b>Department/Unit:</b>	Strategy and Operations - Human Resources
<b>Location:</b>	Sydney
<b>Immediate Manager:</b>	Chief Operating Officer

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**Position summary:** Provide strategic advice and practical support to the SA leadership team to attract and retain a high performing, engaged and committed workforce in a productive and harmonious workplace. Manage a small team to deliver quality services, best practice advice to managers and their staff in support of business goals.

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### Core Accountabilities

The Human Resources Manager's core responsibilities will include:

- Identify, develop and implement strategic and operational human resource initiatives that support business performance and the achievement of corporate objectives.
- Provide strategic advice in areas of workforce planning, change management, talent acquisition, WH&S, remuneration management, policy development; and risk and compliance
- Design, and deploy programs, systems and processes that provide practical support to managers and the promotion of good people management practice.
- Provide high-level advice to senior management and line managers on complex and sensitive human resource issues.
- Provide good governance and credible advice in risk management and legislative compliance.
- Monitor and evaluate human resource initiatives, identify trends and recommend effective and appropriate enhancements based on business needs.
- Establish and maintain strong and productive relationships with internal clients and foster collaborative partnerships with external organisations including unions, Arts organisations and commonwealth agencies.

- Manage a small team to ensure delivery of high quality, timely and effective services, advice and programs to managers and employees.

Other responsibilities as required

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## Selection Criteria

### Qualifications and Experience

- An experienced Human Resources professional with experience ideally gained in a professional services, government or research based environment
  - An ability to understand and translate business imperatives into practical well-executed HR strategies.
  - Proven ability to build credibility at all levels and influence sound decision-making, particularly in the context of managing change.
  - Proven ability to exercise a high degree of initiative, drive, sound judgement and strong interpersonal and communication skills.
  - Demonstrated capacity to develop and deliver HR policies, practices and procedures that provide practical support to business leaders and manage risk.
  - Ability to efficiently manage the full range of HR operations, incorporating payroll
  - Hands on ability to manage a small team by positively influencing, developing and mentoring.
  - The ability to create and foster collaborative and productive relationships with internal clients and external organisations.
  - Relevant tertiary qualifications.
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### Behaviours

- Open communicator, shares thoughts and opinions with others
- Commits to action and driven to achieve results
- Values collaboration and teamwork, and focuses on the achievement of team goals
- Establishes and maintain effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and ability to 'think outside the square'
- Energy, enthusiasm and willingness to take on new challenges
- Shows personal courage and can take unpopular stands when appropriate
- Thrives on change and is able to make decisions without having the total picture
- Seeks feedback, takes it on board and modifies approach
- High level of self-awareness and continually seeks to improve self