

Position Description

Position Title:	Manager People, Culture and Safety
Location:	Townsville
Reports To:	Corporate Services Manager
Supervisory Responsibilities:	Two staff report to this position
Tenure:	Full Time Permanent Position
Base Salary Range:	Band 5 (\$122,951 to \$143,836)

Position Summary

The Manager People, Culture and Safety is responsible for managing all aspects of People, Culture and Safety within NQ Dry Tropics. This includes HR advisory, recruitment and retention, remuneration and benefits, culture & engagement, employee relations, people development, work health & safety, payroll, compliance and policy development and review. The position also supports the CEO and Senior Management Team to deliver on their business objectives by providing advice, guidance, and insight into people, culture and performance.

Duties & Responsibilities

The Manager People, Culture and Safety is responsible for interpreting current legislation and to ensure compliance with applicable legislation and effectively manage advisory functions, recruitment and retention, remuneration and benefits, culture and engagement, employee relations, people development, Work Health and Safety, payroll, compliance, policy development, review and implementation.

HR Advisory

- Provide timely and accurate advice to the CEO and Senior Management Team (SMT)
- Remain up to date with employment legislation and IR/HR industry trends
- Support the SMT in regards to workforce planning, succession planning and staff development

Recruitment and retention

- Enhance NQ Dry Tropics' recruitment strategy and process, reviewing attraction and sourcing practices, job advertisements to promote NQ Dry Tropics as an employer of choice including the development of an Indigenous Employment Strategy
- Oversee the recruitment, induction and commencement of new staff in conjunction with the People, Culture and Safety Advisor

Remuneration and benefits

- Ensure the integrity of NQ Dry Tropics remuneration policy and processes
- Ensure completion of the annual review processes including KPIs, performance review system and salary benchmarking
- Oversee the calculation, approval and implementation of the salary indexation process
- Review and strengthen NQ Dry Tropics' financial and non-financial benefits offerings
- Ensure effective delivery and take up of the Employee Wellness programs, including Employee Assistance Program

Culture and engagement

- Identify and develop workplace culture and change management initiatives in consultation with the CEO & SMT
- Initiate and implement programs to support employee engagement and to foster a high-performance culture that supports the attainment of the organisation's goals and promotes employee satisfaction

Employee Relations

- Oversee the performance and conduct management processes by providing support and advice to managers engaging in these processes
- Manage the process and resolution of workplace-related issues, disputes and grievances
- Manage the termination of employment and exit processes

People Development

- Oversight of people development including professional development
- Coordination of organisational training needs and delivery
- Supply training to team leaders, managers and SMT on interviewing, performance management, dispute resolution and other HR related matters as required
- Ensure the retention of training records

Work Health & Safety

- Provide WHS information and management plans for tenders, funding agreements and clients
- Review incident, risk and hazard registers and provide advice to management
- Provide advice and support to management on WHS matters
- Report on WHS to SMT and Board

Payroll

- Manage and oversee the accurate and timely completion of all payroll and statutory functions
- Prepare management and statutory reports as required
- Prepare reports on and analyse payroll costs as required
- Liaise with auditors and provide information as required

Compliance and governance

- Ensure compliance with People and Culture related legislation to meet or exceed best practice
- Ensure compliance with People and Culture requirements in funding agreements and contracts
- Development and management of WHS requirements for contractors and consultants
- Development and management of the HRIS
- Develop and maintain People and Culture related policies and procedures to ensure compliance with legislation and to meet or exceed best practice
- Embed cultural safety and competence in our policies, procedures and systems

General management

- The effective leadership and management of staff within the People and Culture function, including development of workplans, allocation of duties, setting of performance expectations and KPIs, performance reviews and managing outcomes
- Develop and manage the People and Culture annual budget and Work Plan
- Manage the company's corporate policy development and review process and timelines
- Provide information and assistance on People and Culture for the preparation of the organisation's budgets
- Update the People and Culture data in the organisation's budget and provide reports as requested
- Ensure the completion of People and Culture activities in the Reconciliation Action Plan by the target dates
- Report on People and Culture related matters to SMT and Board

Workplace Values

- Model the NQDT values and behaviours at all times
 - Integrity - we are respectful, honest, trustworthy, consistent and fair.
 - Collaboration - we listen to other perspectives, work for mutual benefit and share successes.
 - Leadership - we drive change through creativity, tenacity and commitment.
 - Solutions - we create innovative solutions using experience and best available evidence.
 - Service - we provide outstanding service to our clients.

Requirements for the Role

- 'C' class driver's licence and ability to travel. Some travel outside standard hours with nights away from home will be necessary.

Selection Criteria

1. Tertiary level qualifications in Human Resources or Work Health and Safety or significant experience in a similar role.
2. Demonstrated experience working in a People, Culture and Safety role or a similar senior advisory role.
3. High level interpersonal and communication skills (both oral and written) and the ability to build effective relationships with internal and external stakeholders.
4. Demonstrated ability to work independently and to identify problems, analyse and suggest solutions.

5. High-level organisational skills, including the ability to organise and prioritise work activities to meet competing deadlines in a demanding, busy environment, including demonstrated attention to detail and thoroughness in all aspects of work.
6. Demonstrated competency in MS Office software, especially Word, Excel and Outlook.
7. Demonstrated competency with financial software, HRIS and payroll packages.

Authorities

The authority vested in this position is limited to that specified within the Delegations Register.

	Employee	Manager
<i>Signature:</i>		
<i>Name:</i>		
<i>Position:</i>	Manager People, Culture and Safety	Corporate Services Manager
<i>Date:</i>		