

Manager People, Culture and Safety

Make a meaningful impact through people, culture and leadership

At NQ Dry Tropics, we're committed to improving the health, productivity and resilience of the Burdekin Dry Tropics region. Working alongside landholders, Traditional Owners, industry, community groups and government, we deliver meaningful environmental and community outcomes across one of Australia's most diverse landscapes.

We are seeking an experienced and values-driven **Manager People, Culture and Safety** to lead our People, Culture and Safety function and support the continued success of our organisation.

- Full time, permanent position
- Attractive annual salary range + 15% superannuation + generous professional development opportunities

About the Role

Reporting directly to the Corporate Services Manager and working closely with the Senior Management Team, you will provide strategic and operational leadership across all aspects of human resources, organisational culture, work health and safety, payroll, compliance and workforce development.

Duties and Responsibilities include but are not limited to:

- Provide trusted advice and guidance to the CEO, Senior Management Team and managers on people, culture and workplace matters.
- Lead recruitment, onboarding, workforce planning and retention initiatives.
- Manage employee relations, performance management, workplace investigations and grievance resolution.
- Drive employee engagement, organisational culture and wellbeing initiatives.
- Coordinate learning and development programs and support leadership capability across the organisation.
- Oversee Work Health and Safety systems, compliance and reporting, including chairing the WHS Committee.
- Manage payroll oversight, HR systems and people-related reporting.
- Develop, review and implement policies, procedures and compliance frameworks.
- Lead and support a small People and Culture team.
- Contribute to strategic planning, budgeting and organisational improvement initiatives.

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.

Why join NQ Dry Tropics?

At NQ Dry Tropics, you'll be part of a supportive and purpose-driven organisation making a real difference in North Queensland. You will deliver work that matters and live where others holiday.

We offer:

- 36.25 hour work week
- Flexible work arrangements (where operationally appropriate)
- Additional 5% of your salary for professional development each year
- Five weeks annual leave
- A collaborative and values-driven workplace
- Attractive salary package plus 15% superannuation

Read more about the benefits of working for us here: <https://www.nqdrytropics.com.au/evp/>

How to Apply

If you're passionate about project governance, organisational improvement and helping teams deliver better outcomes, we'd love to hear from you. For a confidential discussion about the role, contact **Wayne Crase** on 0400 968 789 or email wayne.crase@nqdrytropics.com.au.

To be considered for this position, your application must include:

1. a cover letter introducing yourself and addressing the selection criteria as per the job ad (we encourage you to show your personality); and
2. a current resume including the contact details of two recent referees.



Email your completed application documents to careers@nqdrytropics.com.au. Alternatively, you can apply via Seek or on our [webpage](#).

Applications close **Monday 27 July, 5pm.**