



POSITION DESCRIPTION

| Position Title | | Human Resources Manager | |
|----------------|--------------------------------|-------------------------|-----------------|
| Location | Darwin | Department | Human Resources |
| Position Level | Level 10 | Work Group | Human Resources |
| Position Type | Permanent - Full time | Approval Date | 11 April 2025 |
| Coverage | WARC Enterprise Agreement 2024 | Approved By | I/CEO |

Position Objective

To ensure that West Arnhem Regional Council delivers high quality human resource services to all staff with exceptional emphasis on WARC's vision and values. This position will lead a team, to provide skilled advice and programs covering general human resources, industrial relations, payroll, work health and safety, performance, training and workers compensation. The manager will be the first point of contact for Executive and Managers, seeking employee relations and performance management advice.

Key Accountabilities

1. Provide effective daily management and guidance to the Human Resources team to ensure that they deliver high quality, consistent and timely services to Council, services include, recruitment, on-boarding, separation, performance, payroll, work health and safety, workers compensation, learning and development, and performance
2. Provide support, advice and coaching to management and staff regarding industrial relations and performance management.
3. Prioritise and successfully deliver the annual targets of the Councils Regional Plan and other plans (such as Reconciliation Action Plan) and contribute to strategic thinking.
4. Provide expert advice and support to the CEO, Executive and Senior Management team to ensure the Council complies with relevant legislation and awards.
5. Work with the Executive and senior management team to ensure effective future workforce planning, including regular review of positions and their grading and remuneration.
6. Maintain and develop range of human resource related policies and procedures in line with business need and relevant regulation/legislation.
7. Ensure the confidentiality and integrity of all HR data is maintained and recorded in accordance with legislative and Council requirements and, ensure accurate and relevant data is provided for reports and decision-making.
8. Identify and implement new systems and tools to enhance productivity and outcomes in line with business need e.g. digital platforms and processes.
9. Support training initiatives across all business areas and locations in line with business need
10. With regard to work health and safety in the workplace:
 - a. you have Officer duties;
 - b. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - c. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Chief Executive Officer which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualifications/certification in Human Resources and/or significant experience in a relevant management-level role.
2. Demonstrated knowledge and successful leadership in industrial relations and workers compensation matters.
3. Sound knowledge and understanding of contemporary human resources practices, relevant legislation and a proven ability to interpret and stay abreast of the legal landscape relevant to Industrial Relations, the Fair Work Act 2009 and other relevant legislation.
4. Proven ability to interpret and provide sound advice on industry awards, agreements and relevant legislation, and develop, interpret and successfully implement HR policies, strategies, and projects.
5. Excellent verbal and written communication skills, including an ability to interact and influence people from diverse backgrounds to achieve agreeable outcomes.
6. High proficiency in the use of Microsoft Office programs, record management systems and integrated business systems.
7. Strong understanding and appreciation of Indigenous culture and living and working in remote communities.
8. High-level understanding of Work, Health & Safety in the workplace.
9. Qualifications / licences:
 - d. Current NT Driver licence
 - e. Ochre Card (WWCC)

Desirable Criteria

1. Experience in the Northern Territory and the challenges of working in remote locations.
2. Local Government experience.
3. Post Graduate Qualifications.

Organisational Relationships & Further Information

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| Reports to | Chief Executive Officer | Supervisees | Human Resources Coordinator WHS Coordinator Learning and Development Coordinator Recruitment Officer |
| Internal liaising | Other managers All staff | External liaising | Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses |
| Employment Check | Criminal History Check and Working with Children Check is mandatory. Unless relevant to the position, criminal history will not affect employment. | | |
| Travel | Travel to remote communities by light aircraft or 4wd will be required, and overnight stays may be required. | | |

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.