

Job Description Form

Human Resource Manager

Position Number: 13681	Classification Level: Level 7
Directorate: Strategic and Corporate Services	Agreement: Public Sector CSA Agreement 2019
This position reports to: 12165 Director, Strategic and Corporate Services, Level 8	
Positions reporting to this role: 13136 & 13137 Human Resource Consultant, Level 4	

POSITION PURPOSE

Provides advice and support to managers and staff to facilitate the effective management of human resources and employee relations matters. Partners with management to develop and manage strategic human resources projects, programs, and initiatives in line with the Library's corporate objectives.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

Leadership

- Participates as a member of the Portfolio HR Leadership Team.
- Manages and leads a small HR team to deliver strategic and operational HR services such as recruitment and selection, position classification, HR compliance reporting, workforce planning, performance development and employee support.
- Provides leadership and coaching to develop HR staff capacity and capability.
- Assists the Director Strategic and Corporate Services to promote a work culture that is reflective of the Library's values.
- Deputises for the Director Corporate and Strategic Services as required.

Strategic Human Resources

- Provides an advisory service to the CEO management and staff on HR matters.
- Develops, implements, and reviews strategies, policies, and practices for human resource management.
- Contributes to the achievement of the Library's strategic and operational objectives.
- Partners with line management to align HR strategies and practices and change initiative with business strategy.



Employee / Industrial Relations

- Provides high level advice to the CEO and management to ensure the effective implementation, compliance and monitoring of relevant public sector legislation, guidelines, industrial instruments, and human resource standards.
- Provides an advisory service to management and staff in respect to employee / industrial relations matters.
- Counsels staff, performs or coordinates grievance, substandard performance, and disciplinary investigations, negotiates with external parties regarding such matters.
- Seeks to continually improve the Library's approach to workplace relations.
- Represents the Library on the DLGSC Portfolio Joint Consultative Committee.

Organisational Development

- Manages the Library performance management system, ensuring continuous development and improvement.
- Leads and manages the Library's strategic workforce development planning functions to help ensure future workforce needs are met.
- Develops and implements strategies to support and facilitate organisational change.
- Works with the DLGSC Coordinator Work Health Safety and Business Services representative, regarding the management of Library workers' compensation claims, injury management and return to work programs.

Project Management

- Initiates, leads, and undertakes complex projects relating to a broad range of HR strategic initiatives using sound project management principles.
- Support other staff in the development of sound project management skills.

Other Duties

- Works on behalf of the Library to ensure HR services provided by the DLGSC meet Library needs.
- Maintains a contemporary knowledge base relating to HR policies and procedures.
- Conducts presentations and briefings as required.
- Other duties as required.

Corporate Responsibilities:

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.



WORK RELATED REQUIREMENTS

The following work related requirements are to be read in the context of this position's responsibilities. The requirements are based on the Public Sector Commission's Human Resource Capability Framework.

Essential:

1. Strategic Alignment

Demonstrated ability to lead and drive a people strategy across the organisation.

2. Results Driven

Demonstrated experience in developing and implementing strategies to build capability and expertise.

3. Workforce Capacity

Experience in managing activities that build workforce capacity for present and future requirements.

4. Relationship Management

Demonstrated ability to identify, initiate, build and manage productive relationships.

5. Credible Influence

Demonstrated ability to role model the desired behaviours of the organisation and actively influence where required.

6. Professional Expertise

Demonstrated knowledge of HR capabilities and expertise required. Commitment to develop and build on own and others expertise.

7. Culture and Change Management

Demonstrated experience in managing change processes required to support desired organisational culture.

8. Qualification / Experience

Possession of or progress towards tertiary qualifications and / or extensive experience in human resource management or a related field.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance.



SPECIAL CONDITIONS

Special conditions of this position:

Nil

CERTIFICATION

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

Position Title: Director Strategic & Corporate Services	Name: Christopher Penwald	Date: 26 June 2021
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