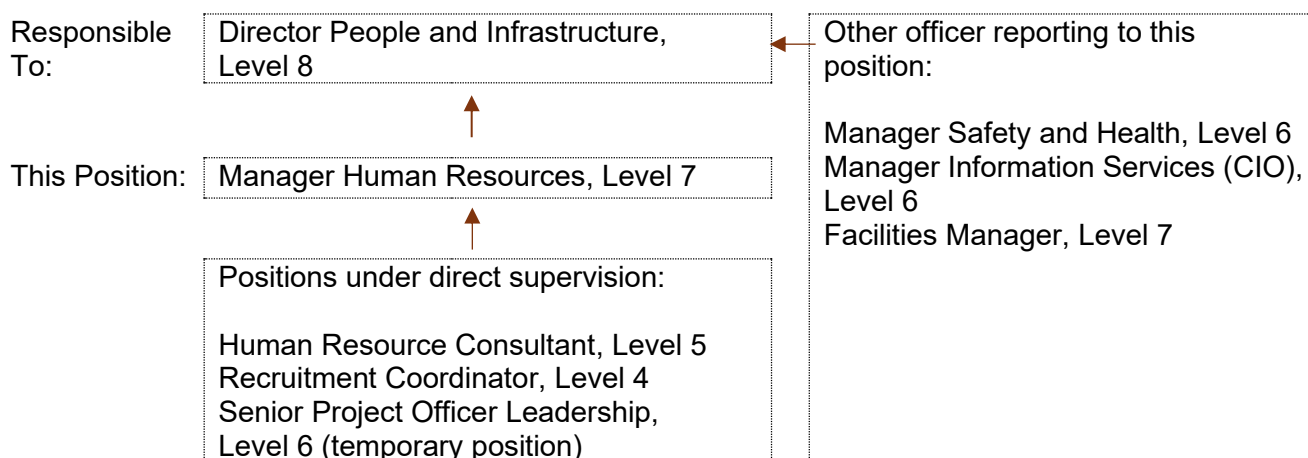


Manager Human Resources

Position Details

Position Number: 30000010
Classification: Level 7
Award/Agreement: Public Service CSA Agreement 2024 or as replaced
Directorate: People and Infrastructure
Location: Karratha

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.



Job Description Form

Position Overview

The Manager Human Resources leads and manages the Human Resources branch to support the efficient and effective delivery of human resource services to the College. The Manager Human Resources provides advice and support to senior management and College staff on a wide range of complex human resources matters. The position also manages and oversees the development of strategic HR initiatives and ensures they are aligned to the strategic direction of the College.

Position Responsibilities

- Manages and leads the Human Resources branch in the delivery of strategic HR and HR consultancy services, including policy development, HR compliance reporting, recruitment and selection, employee deployment, organisational change, workforce planning, performance management, professional development and employee support.
- Develops, implements and monitors human resource management and workforce development initiatives and programs to ensure the achievement of strategic and operational plans.
- Provides high level HR advice and direction to senior management on the implementation of workforce strategies and the effective resolution of workplace issues, in line with applicable legal and regulatory human resource framework (inclusive of legislation, industrial instruments and Public Sector Instructions, regulations and guidelines).
- Manages strategies to build skills and capabilities within the branch to ensure quality outcomes based on customer service principles and practices.
- Develops and maintains productive internal and external working relationships.
- Manages relationships with unions relevant to workplace issues.
- Liaises and works with the Department of Training and Workforce Development in relation to contentious workplace issues.
- Manages discipline, grievance and substandard performance matters.
- Provides high level advice to the Director People and Infrastructure to ensure the effective implementation, compliance and monitoring of relevant public sector legislation, guidelines and human resource standards.
- Partners with, and supports senior management to develop, facilitate and implement strategies to enable effective organisational change.
- Manages the financial, physical and human resources within the branch to ensure compliance with College requirements.
- Represents the College on internal and external bodies as required.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Selection Criteria

We believe all our people are leaders. We have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours of all our employees and the public sector. The leadership context for this position is [Leading Leaders](#).

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position which include the ability to demonstrate and apply the expected leadership behaviours within the context of Leading Leaders.

Job Description Form

Role Specific	<ul style="list-style-type: none"> Substantial demonstrated knowledge and experience in the delivery of human resources consultancy services, including the provision of high-level advice and support to a range of stakeholders on complex and strategic HR matters with the ability to deliver contemporary HR solutions that work within the Public Sector context.
Lead collectively Seek and build key relationships, work together and focus on the greater good	<ul style="list-style-type: none"> You coach those you lead and influence to align their practices and understand how their contributions add value. You continuously seek to align your work to support an agency wide perspective.
Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks	<ul style="list-style-type: none"> You think critically and strategically to solve problems and enhance effectiveness. You support your business area to be solutions focused even when the solutions may not seem obvious to them.
Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> You consider your solutions carefully, exploring the wider impact of your decisions on your business area and the broader operations of the agency. You directly resolve conflict and approach crucial conversations with thoughtfulness, diplomacy and confidence.
Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.	<ul style="list-style-type: none"> You focus on embedding best practice approaches and systems aligned to your agency. You are open minded, explore innovative approaches and strive to develop a culture of continuous improvement.
Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency. You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them.
Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.	<ul style="list-style-type: none"> You show empathy and compassion, integrity and humility. You display and embody the spirit of public service in all your decision making, interactions and professional activities.
Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	<ul style="list-style-type: none"> You are continually learning and adjusting your approach to be effective in the changing work environment. You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.

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Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

Appointment Factors

- Location:** NR TAFE Campus (Karratha)
- Accommodation:** As per NR TAFE Policy subject to eligibility and availability.
- Allowances:** As per Award.
- Travel:** Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.



Prescribed Legislation and Regulation:

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

A/Executive Director		A/Managing Director	
Name:	Scott Ryan	Name:	Darren Channell
Signature		Signature	
Date:	25 July 2025	Date:	25 July 2025