



## POSITION DESCRIPTION

**Position Title:** Human Resources Manager  
**Reporting to:** CEO  
**Location:** Wurrumiyanga, Bathurst Island  
**Grade:** Salary negotiable based on experience  
**Status:** Fixed Term Full Time

### The key responsibilities of this position are:

- Provide high level human resource advice and guidance to the Executive, senior management and staff on employee and case management issues.
- Develop and maintain effective partnerships and linkages with managers, agencies, HR service providers and other stakeholders, to assist in achieving the Shires strategic objectives.
- Lead and manage the Human Resource Unit to ensure needs are met.
- Manage Training Programs and other employment programs.
- Monitor and report on the effectiveness of HR activities, policies and plans to enhance the agency's strategic, business and cultural development.
- Mediate the resolution of industrial relations issues.
- Maintain a safe working environment and ensure Occupational Health & Safety regulations are adhered to.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

### KEY SELECTION CRITERIA

#### Essential

- Sound knowledge of relevant legislation and policy impacting on the management and development of employees, and their relationship with the strategic directions of the shire.
- Demonstrated experience in the case management of employees including under-performance and Occupational Health & Safety.
- Strong interpersonal skills, including high level written and oral communication, mediation and negotiation skills with an ability to relate appropriately to staff at all levels while providing effective client services.
- Sound management skills with an ability to effectively lead, train and motivate staff and provide guidance to others in this area.
- Strong organisational skills and experience in business planning and performance reporting.
- Understanding of Human Resource Management principles and practices.
- Sound knowledge of the principles of Occupational Health & Safety.

#### Desirable

- Tertiary qualifications in a related discipline.
- Experience in managing employment programs across an organisation.