



POSITION DESCRIPTION

POSITION TITLE:	Manager, People and Culture
SUPERVISOR:	Director, Corporate Governance
CLASSIFICATION LEVEL:	AO6-AO8
NO. OF POSITIONS REPORTING DIRECTLY:	2
NO. OF POSITIONS REPORTING INDIRECTLY:	

SUMMARY OF POSITION:

The Manager, People and Culture (MPC) is responsible for all aspects of managing the relationships between KWHB and its employees throughout the full human resource cycle from pre-employment to separation. The MPC is required to identify and recommend strategies consistent with the strategic aims of KWHB and assist senior management in the development and continuous improvement of the people and culture functions. The MPC will ensure best practices of HR are embedded across the organisation including KWHB core values and principles.

PRIMARY RESPONSIBILITIES:

1. Using relevant agreements, policies and legislation, provide appropriate human resources advice to managers and staff regarding recruitment, performance management, employee relations, work conditions and benefits, and employee support services.
2. Identify issues and gaps in existing human resources manual, policies and procedures and draft new or update existing documentation, as required.
3. Oversee, develop and maintain all employment documentation including contracts of employment, position descriptions, pre-employment packages, orientation packages and other related documentation.
4. Oversee all aspects of the recruitment process including travel/accommodation for new staff, co-ordination with Managers on start dates and related induction and orientation processes.
5. Work collaboratively with senior management with performance review processes, facilitating reviews, collecting feedback and seeking external Industrial Relations advice where required.



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6. Undertake and maintain the KWHB HR File Audit to ensure all staff have current contracts, letters of employment, timely increment increases and all relevant employment and training information.
7. Work collaboratively with managers in the provision of employee training and professional development, and document outcomes in personnel files and in reports.
8. Maintain all personnel files and databases, both electronic and paper, and ensure that records and other documentation are filed in a timely manner.
9. In consultation with the Senior Finance Officer, assist with staff payroll matters, including incremental increases, approval of timesheets and all aspects of the Collective Agreement across the organisation.
10. Lead and manage Work Health and Safety Processes across the organisation including the investigation of workplace incidents and complaints
11. Lead and manage WHS Committee (Safety Team) business to ensure KWHB is a safe workplace that ensures staff well-being.
12. Co-ordinate work cover claims and assist Managers with staff return to work programs.
13. Work collaboratively with senior management on WHS Audits.
14. Any other duties, which are within your capabilities, as required by your Manager.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications in Human Resources Management, Business or Public Administration and/or extensive relevant experience in Human Resources operational activity.
2. Excellent written and oral communication skills and the ability to communicate effectively with people from different backgrounds in a multicultural environment and especially with Indigenous people.
3. Proven ability to develop, interpret and apply policies and procedures, including the capacity to advise and influence staff at all levels.
4. Knowledge of contemporary HR management practices, including EEO, WH&S and Records Management.
5. Demonstrated ability to plan, organise work within acceptable timeframes and meet deadlines, with minimum supervision.
6. Proven ability to operate and manage computerised information systems.
7. A comprehensive understanding of and the ability to maintain confidentiality.
8. High level interpersonal skills and experience working effectively across multi-disciplinary teams.
9. Excellent problem-solving skills and an ability to show initiative.
10. Ability to travel to and stay in remote communities/towns when required.



11. Current NT Drivers Licence.

Desirable:

1. Ability to achieve successful conflict resolution through negotiation and mediation.
2. Flexibility to work in a changing, challenging environment.
3. Previous work experience in an Aboriginal Community Control Health service.

Note:

All KWHB employees are expected to be familiar with, acknowledge and comply with relevant policy and procedure with particular emphasis on workplace safety, cultural safety and equal employment opportunity, which are significant elements of KWHB's core values

Approval:

Sinon Cooney
Chief Executive Officer



Signature

14 August 2020
Date