

POSITION & PERSON PROFILE

Title:	Manager, Human Resources
Classification:	Executive Level 2
Salary Range:	\$107,485 - \$124,467 p.a. Plus Bonus (up to 15%) and Super
Security Level:	Secret
Occupant:	Vacant, Redefined Position
Salary Point:	EL2.1
Reporting Relationship:	Chief Operating Officer
Working Relationships:	Direct Reports: 3 Team

Internal:

- ◆ Executive;
- ◆ Senior Management Forum;
- ◆ Programme, Project and Business Managers; and
- ◆ Senior Managers.

External:

- ◆ Australian Public Service Commission;
- ◆ Australian Government Agencies as required;
- ◆ Relevant APS Forums and networks; and
- ◆ External contract/service providers as required.

Primary Purpose:

- ◆ Manage a team responsible for providing key strategic and operational HR services and advice to the Agency;
- ◆ Provide an effective HR service with an emphasis on building the capability to Attract, Select, Develop and Retain top people as well as comply with employment policy and legislation;
- ◆ Lead, develop, implement and manage HR initiatives and projects that are consistent with the Agency's Strategic and business plan;
- ◆ Ensure the delivery of all elements of the HR framework;and
- ◆ Provide high level advice to the Executive on HR strategies.

Important Functions:

- ◆ Develop strategic HR strategies and policies for the agency including:
 - ◆ Workforce Planning;
 - ◆ Learning and Development;
 - ◆ Performance Management;
 - ◆ Employee Relations;
 - ◆ Recruitment; and
 - ◆ Succession Planning.
- ◆ Manage the provision of operational HR services and advice including:
 - ◆ Staffing;
 - ◆ Recruitment;
 - ◆ Health and Wellbeing; and
 - ◆ Conditions of Service Advice.
- ◆ Develop and implement improved HR support, services, education and systems;
- ◆ Undertake high level liaison with government Agencies on HR related matters;
- ◆ Ensure the coordination and preparation of HR reporting and briefing material for external bodies, Senate, House of Representatives, DEEWR, APSC and internal forums, PMC, BMC and RMC;
- ◆ Represent the agency at HR related meetings;
- ◆ Act in accordance with EEO, workplace diversity and occupational health and safety principles, and participative management and staff development practices;and
- ◆ Other duties and responsibilities as determined by the Chief Executive Officer or Chief Operating Officer.

Major Challenges:

- ◆ Leading the development and implementation of a new collective agreement that will support the growth and continuing success of the agency;
- ◆ To help build and maintain a high performance culture through the development of the Agencies new Enterprise Agreement;
- ◆ To assist managers and staff cope with a diverse and changing work environment;

- ◆ To develop and implement strategies which engage, inspire and retain staff;
- ◆ Leading the ongoing development and implementation of the workforce plan including improvement to reporting, recruitment, and People Management with a focus on delivering strategies, policies and processes to improve the coordination and delivery of :
 - ◆ Learning and Development;
 - ◆ Performance Management; and
 - ◆ Succession Planning.
- ◆ Development and implementation of a HR environment including systems that support the continuing success of the organisation;

Key Competencies:

- ◆ Coaching / Mentoring managers in good HR practice;
- ◆ Performance management;
- ◆ Organisation development;
- ◆ High level selection skill;
- ◆ Acute listening and questioning ability.

Relevant Experience:

- ◆ Development of HR strategy and policy;
- ◆ Successfully managing a HR function including Recruitment, Performance Management, Learning and Development and Employee Relations;
- ◆ Operating in a dynamic and changing work environment; and
- ◆ Appreciation of Australian law enforcement environments.

Qualifications:

- ◆ Formal qualifications and or extensive experience in Human Resource Management highly desirable.

Personal Attributes:

- ◆ High levels of emotional intelligence, specifically understanding self and others;
- ◆ Resilience and flexibility;
- ◆ Persuasion and influence;

- ◆ Coaching and Mentoring; and
- ◆ Confident and credible.

Delegations

- ◆ This position holds financial delegations under the Agency's Instrument of Delegation; and
- ◆ In the event of absence, the responsibilities of this position are delegated within the Human Resources Team.

Selection Criteria:

- ◆ Demonstrated knowledge of and experience in Human Resource Management;
- ◆ Demonstrated ability to think strategically and support the strategic directions of the agency;
- ◆ The ability to achieve results in a dynamic and maturing environment;
- ◆ Demonstrated liaison and communication skills of a high order, including the capacity to develop strategic partnerships and to negotiate and communicate on behalf of the agency; and
- ◆ Highly developed leadership and management skills, including a record of successfully driving change and being able to respond flexibly to agency needs.

DATE: 08 January 2010

APPROVED BY: Ben McDevitt, Chief Executive Officer

SIGNED: _____