



Position description - Human Resources Manager

Position: Part Time, approximately 30 hours per week

Reports to: General Manager

Location: Unit 4, 225 Ingles Street, Port Melbourne, Victoria, 3207

Purpose of Position:

Provide expert HR advice to the executive and senior managers to ensure CMG Smart Services ability to attract, retain, develop and manage highly engaged and committed personnel by:

- Providing leadership in HR matters and ensure they are cost-effective and aligned to the strategic and business plans.
- Ensuring that CMG Smart Services HR activities, such as recruitment, employee relations, benefits, training, and HR services are in accordance with the companies HR Strategy, legislative compliance and best practice.
- Overseeing the Payroll and Safety functions including outsourced providers, ensuring adequate reporting and compliance as well delivery of actions contained within the Safety Management and Improvement Plan.

Key Outcomes:

HR Strategy Ensures that the priority actions identified within the HR Strategy are delivered in a timely manner.

Recruitment	Ensures all positions are filled in accordance with the CMG Smart Services Recruitment Policy from approval processes through to candidate sourcing and screening. Ensure managers are adequately skilled to undertake recruitment activities.
Training	Ensure training priorities are delivered in accordance with the plan including compliance, technical induction and related training, management training and individual development needs.
Employee relations and performance	Coach managers in addressing employee performance matters or complaints in a manner that focuses on resolution and is consistent with legislative requirements and best practice.
HR Services	Coordinate the separation of exiting staff including; conducting exit interviews, separation checklists, closure of personnel files, and un-enrolment from HR systems. Provide timely and accurate advice on diverse HR management activities, policies, practices and key processes including recruitment, appointment, on-boarding, induction, conditions of employment and related issues to managers and staff.
Payroll Services	Work with Payroll to ensure effective delivery of payroll services including reporting, employment changes and resolution of issues.
Safety Services	Work closely with Safety Service providers to ensure that CMG Smart Services complies with its legislative obligations and delivers a healthy and safe workplace. Ensures that key activities identified within the Safety Management and Improvement Plan are actioned.

Behavioural Requirements

Planning and achievement	Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate. Allocates appropriate amounts of time for completing work; avoids scheduling conflicts; develops timelines and milestones. Sets stretch targets and works diligently to achieve them. Takes pride in achieving or exceeding own expectations and expectations of customers.
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Quality Orientation	<p>Accurately and carefully follows established procedures for completing critical tasks.</p> <p>Initiates action to correct quality problems or notifies others of quality issues as appropriate.</p> <p>Consistently seeks out opportunities to improve processes, systems and services provided to clients.</p>
Communication and Leadership skills	<p>Provides leadership and guidance to team members, internal clients and external stakeholders.</p> <p>Engages team members, service providers and others in a highly professional, warm and inviting manner.</p> <p>Supports the organisations preferred culture through providing HR services in an open, consistent and transparent manner. Leads through example.</p> <p>Demonstrates passion and energy.</p>
Team player	<p>Willing to do what is required to assist the team.</p> <p>Recognises by ones self when opportunities present to help others and goes out of ones own way to help others.</p> <p>Makes others feel welcome, takes an interest in others wellbeing.</p>
Personal development	<p>Takes responsibility for personal as well as professional development.</p> <p>Shares learning's with the team and seeks to apply learning by providing enhanced business outcomes.</p>

Qualifications and experience:

Tertiary qualified with strong previous experience and professional training in the following areas:

- Fair Work Australia requirements, award interpretation and application
- Targeted Selection Recruitment Systems including behavioural interviewing
- Coaching managers through employee performance issues
- Project Managing the implementation of HR systems including Performance and Development Planning, system improvements
- Internal communications and engagement.