

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Human Resources Manager
<b>POSITION NUMBER:</b>	4976
<b>DIVISION / SECTION:</b>	Corporate / Human Resources
<b>SUPERVISOR:</b>	Chief Operating Officer – 5421
<b>CLASSIFICATION LEVEL:</b>	PAT 10
<b>SALARY RANGE:</b>	\$139,569 - \$150,205 per annum
<b>STATUS (FTE):</b>	1.0
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	5
<b>INDIRECT REPORTS:</b>	4
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- Travel to other Menzies' offices. Timings and frequency to be agreed.</li> <li>- Ability to obtain and maintain a current National Police Clearance.</li> <li>- Ability to obtain and maintain a current NT drivers' licence.</li> </ul>

### ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF POSITION:

Reporting to the Chief Operating Officer, this role will oversee the delivery of effective human resources services, lead strategic people focused initiatives, and support the organisation to achieve its strategic goals.

This role provides the opportunity to partner with the senior executives, managers, and staff to enhance people processes, initiatives and practices necessary to support staff engagement and well-being.

The role requires sound understanding of employment legislation, principles and practices alongside exceptional verbal and written communication skills. The role will recognise the importance of confidentiality, discretion, integrity, tact and diplomacy.

Focused on creating and initiating projects to support Menzies strategy and objectives, the role will also involve a 'hands on' approach to contribute to the operations of the Human Resources function.

### **PRIMARY RESPONSIBILITIES:**

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Manage and lead the Human Resources team, including planning and allocating staff resources, developing, coaching and mentoring the team, managing performance to deliver positive outcomes and meet key strategic targets, and fostering a team culture of high performance and continual improvement.
2. Oversee the delivery of effective human resource services and advice including recruitment and selection, probation, training and development, employee relations, payroll, performance management, grievance and case management, work health and safety including workers compensation and employee relations including enterprise bargaining.
3. Working with key stakeholders, lead the design and implementation of Menzies People Plan and provide guidance for People Plan initiatives including induction and onboarding, leadership training, human resource information system (HRIS) implementation and performance and development initiatives.
4. Alongside Senior Executives, play a key role in the enterprise bargaining process with staff and Unions for the negotiation and renewal of Menzies Enterprise Agreement.
5. Support and enable key institutional strategies under the Aboriginal and Torres Strait Islander Employment and Career Development Strategy and Menzies Reconciliation Action Plan.
6. Lead the work, health and safety function ensuring robust risk assessment and controls are in place to address physical and psychosocial hazards and provide staff with a safe workplace.
7. Contribute significantly to the leadership, culture, vision and strategic directions of Menzies.
8. Provide high level expert and professional advice, support and solutions to the Senior Executives on complex HR and IR issues including development and implementation of a range of contemporary initiatives.
9. Ensure compliance with the Menzies Enterprise Agreement and develop, monitor and review Menzies HR policies, practices and procedures, ensuring they support desired outcomes, appropriately reduce or mitigate risk, and are modern, efficient and effective for the organisation.
10. Design, implement and continually refine the HR reporting framework, providing analysis, insight and recommendations to guide practices that support positive, strategic outcomes.
11. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
12. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Post Graduate qualifications in Human Resources.
2. Significant experience in senior human resources roles with demonstrated ability to lead the design, development and implementation of effective strategies, policies and programs.
3. Proven ability to build positive relationships and to collaborate and work effectively with people of diverse cultures and professions.

4. High degree of personal and professional ethics and integrity, and high level of self-motivation and drive.
5. Experience managing complex employment and grievance matters through to resolution.
6. Highly developed conceptual, analytical, problem solving and negotiating skills with ability to manage and implement change positively and constructively.
7. Strong outcome orientation with superior ability to drive reform processes, negotiate and achieve long term and sustainable changes that are aligned with the strategic directions of Menzies.
8. Excellent time management skills with the aptitude to coordinate multiple tasks within tight deadlines.
9. Proven experience to effectively develop and lead a team, fostering a positive culture and delivering outcomes.

**Desirable:**

1. Membership of an appropriate Human Resources or Management professional body.
2. Experience working with Aboriginal and Torres Strait Islander individuals and employees, particularly with a focus on initiatives that provide and enhance career and development opportunities.
3. Experience in negotiating Enterprise Agreements with staff and Unions.

**COVID-19 SAFETY REQUIREMENTS:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

**COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:**

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

---

**APPROVED BY:** Menzies Human Resources

**DATE:** 21 February 2025

<b>PAT 10</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 10/1 (\$)</b>	<b>Maximum Value PAT 10/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 10)	139,569	150,205
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	19,540	21,029
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,989	9,954
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
<b>Total Salary Package</b>	<b>169,822</b>	<b>182,912</b>