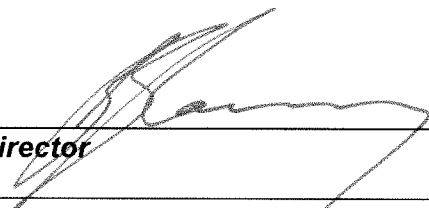


## JOB AND PERSON SPECIFICATION

<b>Position:</b>	<b>Manager, Human Resources</b>
<b>Classification Code:</b>	<b>MAS-3</b>
<b>Office:</b>	<b>Adelaide</b>
<b>Section:</b>	<b>Directorate</b>
<b>Status:</b>	<b>Contact (3 Years)</b>

### Job and Person Specification Approval

  
\_\_\_\_\_  
**Director**

**Date** 17 / 5 / 19

### JOB SPECIFICATION

#### Summary of Role

- Provide leadership and strategic advice on human resource management, which ensures the Commission attracts, retains and develops highly skilled employees.
- Develop and implement contemporary human resource strategies, policies and procedures.
- Provides expert advice to the Director and senior managers concerning industrial and employee relations.
- Facilitate a culture of performance, professionalism and continuous improvement across the Commission.
- Lead and/or participate in projects aimed at improving service delivery, business processes, staff engagement and client relationships.

#### Reporting/Working Relationships

**Report to:** Director

**Direct Reports:** 2 FTE

The Human Resource Manager will have a close working relationship with senior managers, Commission staff and other key stakeholders, including the Office of the Commissioner for Public Sector Employment.

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## Special Conditions

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- This position is located at the Adelaide Office of the Legal Services Commission.
- Legal Services Commission reserves the right to direct staff to work at any of the Commission's metropolitan or regional offices, as the Commission's needs may require, from time to time.
- Some out of normal hours work will be required. Some intrastate/interstate travel requiring overnight absences may be required. All applicants must hold a child-related employment screening clearance.
- The incumbent will be required to participate in the Commission's Performance Discussion Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the Commission.

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## Statement of Duties

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Provide leadership and strategic advice concerning human resources management, which ensures the Commission attracts, retains and develops highly skilled employees, mitigates, risk, and adds value from a business perspective. This includes providing leadership and advice concerning:

- Development and implementation of human resource strategy, policy and plans, and ensuring alignment with the Commission's performance objectives and plans.
- Government policy and legislative changes that impact on human resource management.
- Workforce improvement and development, including performance management and development.
- Industrial/Employee relations, including disciplinary processes, managing unsatisfactory performance and grievances and maintaining relationships with industrial organisations
- Change management, organisational restructures, redeployment and management of excess employees.
- Workers' Compensation management and Workplace Health and Safety.
- Human resource workforce analysis and reporting, including the development of key performance indicators.

Lead and provide direction to the Human Resources team and the delivery of team accountabilities through:

- managing and building a responsive team committed to delivering high level client services.
- facilitating the acquisition of skills, knowledge and capabilities within the team to achieve delivery of team accountabilities.
- forming strong relationships with all senior managers to understand the specific needs and requirements of their groups.
- facilitating a culture of performance, professionalism and continuous improvement within the team.

Ensure the human resource management responsibilities and/or needs of Commission staff are effectively supported by :-

- Reviewing and evaluating current practices and standards, and overseeing recruitment activity.
- Enhancing staff awareness and competence in the application of HR principles, standards and practices.
- Analysing trends and issues relating to employee relations, Work, Health and Safety and Human Resource Management impacting on Commission staff.
- Identifying barriers to achieving best practice HR outcomes and developing effective and practical strategies for implementation within the Commission.
- Preparing briefing notes, discussion papers and proposals for consideration by the Commission.
- Establishing and maintaining effective working relationships with HR specialists in other government agencies, including the Office of the Commissioner for Public Sector Employment.
- Participating in and contributing to whole of government committees and reviews of human resource strategy, policy and practice.

Ensure the promotion and implementation of the general management aims and personnel management standards in particular EEO, WHS and the merit principle by mirroring the provisions of the PS Act 2009 and associated legislation.

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## **PERSON SPECIFICATION**

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### **Educational/Vocational Qualifications**

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- Nil
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### **Personal Abilities/Aptitudes/Skills**

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- Possess high-level written, verbal communication and presentation skills, which result in effective and appropriate communication with a broad range of people.
  - Ability to think laterally, analyse problems and provide creative and effective solutions and manage risks.
  - Proven ability to prepare thoroughly researched, clear and concise written documents and apply appropriate sensitivities to documents prepared.
  - Demonstrated ability to work under broad direction, identify performance outcomes, plan activities and set priorities to achieve objectives and deadlines.
  - Capacity to influence, build and manage relationships across diverse interests and opinions, engender the levels of support and commitment necessary to implement significant change.
  - Demonstrated leadership ability to manage a team.
  - Ability to deal with sensitive issues with tact and diplomacy and maintain complete confidentiality.
  - Ability to contribute to a culture of teamwork and service delivery excellence.
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### **Experience (including community experience)**

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- Experience in the provision of high level human resources advisory services and management of related issues within a public sector environment.
- Experience at a senior level in human resources including legislative interpretation, policy formulation, investigation and negotiation, workforce management and industrial relations.
- Experience in successfully implementing strategic projects in a HR environment.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- Experience in leading organisational change in a complex environment.
- Practical experience in a range of HR functions, in particular, recruitment and selection, managing performance, workforce planning, employee relations, Workers' Compensation and WHS.

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**Knowledge**

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- Sound knowledge of contemporary practices and trends in public administration, human resource management, employee relations and workforce improvement and occupational health, safety and welfare.
  - Demonstrated knowledge of the full range of human resource management issues and their relationship to achieving the goals and future direction of the organisation.
  - Knowledge of the PS Act and other legislation relevant to human resource management in the Public Sector.
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**DESIRABLE REQUIREMENTS**

(To distinguish between applicants who have met all essential requirements).

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**Educational/Vocational Qualifications**

(Considered to be useful in carrying out the responsibilities of the position)

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- Appropriate tertiary qualifications in human resources or a business related field.
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**Personal Abilities/Aptitudes Skills**

(Related to the job description, and expressed in a way, which allows assessment)

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- Nil
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**Experience**

(Including Community Experience)

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- Nil
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**Knowledge**

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- Broad understanding of the *Legal Services Commission Act 1977*, including the functions and services provided by the Commission.
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Acknowledged by Applicant ..... /...../.....

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