POSITION DESCRIPTION – Full Time Position

POSITION TITLE	HR Manager
CLASSIFICATION	TBA
SUPERVISOR	Chief Executive Officer
SUPERVISES	Support workers and internal HR Team
EMPLOYMENT	76 hours per fortnight
CONDITIONS	Two year contract
REMUNERATION	As determined by skills and qualifications.

Position requirements

- Three to five years of experience in a senior Human Resources Management or People Management Role
- Diploma in Human Resources is highly desirable

Background

Community Care TASMANIA are committed to providing quality local home care to all Tasmanians. At the same time, we remain the acknowledged experts in caring for people from culturally and linguistically diverse backgrounds. We employ 175 support workers around the state who work remotely and provide care in client's homes and we have 40 employees based out of the Launceston office.

Function

In this role you will be responsible for the operational delivery of HR services and support to all employees across the organisation, with a particular focus on retention of our remote team of support workers. You will identify, develop and implement solutions across a range of HR functions including workforce planning, performance management, employee relations and industrial relations (with strong knowledge and experience with the SCHADS award and other industrial instruments).

Primary Tasks

- Develop and maintain strategies for recruitment and retention of our team of support workers.
- Positively build effective, collaborative working relationships with internal and external stakeholders, drive engagement, motivate staff and influence culture.
- Work closely with the other HR team members in their roles of recruiting, selecting, inducting, training and coaching our support workers around Tasmania.
- Undertake planning, monitoring and appraisal of the HR and support worker team outputs.
- Conduct interviews of staff across the state as required.
- Prepare employment contracts for all staff as required, ensure position descriptions for all positions are maintained, ensure all HR documents are filed appropriately and securely (both electronically and hard copy) and ensure all staff documentation is compliant and up to date.
- Assist in reviewing, updating and maintaining all HR & WHS procedures and policies.
- Receive, process and record any workers compensation claims including any Return to Work Plans.
- Monitor award rates and conditions for all staff, ensuring award conditions awards are met at all times, including recommendation of progression to next pay point.
- Ensure ongoing needs analysis to match workers skills with CCT requirements.
- Conduct and analyse exit interviews; recommending changes to procedures as warranted.

Selection Criteria

- Relevant qualifications and experience in Human Resources or related field with demonstrated knowledge of employment law, compensation, employee and industrial relations, safety, training, and best practices (a working knowledge of aged care and associated programs and funding guidelines is an advantage.
- Ability to achieve and maintain our staff retention rate at the level set by the Board.
- Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of internal and external stakeholders.
- Demonstrated hands-on, practical and creative approach to problems and ability to ‘think outside the square’.
- Flexible work ethic and resilience to meet varying workload demands of the position.
- Demonstrated ability to exercise tact, discretion and sensitivity to the confidentiality of personal information.
- Excellent computer skills, knowledge of Microsoft Office Suite, especially Excel, and demonstrated skills in database management and record keeping.

Equipment Supplied with the position:

- Work mobile phone
- Laptop

Travel across Tasmania is required from time to time.