

JOB DESCRIPTION- HR Manager

Job id: Job title: Job type: Award/agreement: Location: Supervisor: Reports:	OPS023 HR Manager Fixed Term – Parental Leave cover Harry Perkins Institute of Medical Research Nedlands and Murdoch Chief Operating Officer LEAD003 Human Resources Officer OPS018 HR Project Officer OPS019
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Access and security:

- *Building RFID card with photo ID*
- *IT Systems and Office 365*

Position scope:

The HR Manager would be critical to the ongoing success of the HR Team and Perkins overall when ensuring that the end to end employee and researcher lifecycle is enriched with best practice, process and meaningful engagement. You will need to demonstrate your commitment to change, best practice and be agile when planning, assessing and executing new initiatives, HR projects and rolling out Perkins HR Processes. Within this Parental Leave cover you will be responsible for the HR function over all and its project deliverables. With a HR Officer reporting to you, there is a requirement to be operational and strategic to ensure risks are assessed, time constraint deadlines are met and service levels of HR are exceptional.

Competencies <i>(skills, knowledge and abilities)</i>	Behaviours <i>(conducts themselves)</i>	Goals
Exceptional communication skills and the ability to engage with a variety of audiences internal and external to Perkins.	Active Listener who can adapt their style to each individual and be inquisitive to learn and gain context.	Responsible for quality of own work, able to explain procedures effectively.
Experience with building strong relationships, establishing yourself as a leader and a trusted advisor.	Easy to build trust with and radiates credibility in action and words. Strong collaborator.	Leads and empowers the HR Team to guide and advise the business and its employees/affiliates to practice effective HR methods.
A HR Technical expert with a solid understanding of HR processes and practices. Including Employee Relations.	Pro active to stay up to date with industry trends and aligning that with Perkins goals and objectives. Be focused on delivering a 'service'.	Understand Perkins strategic goals and translate that into Perkins HR lifecycle.

Ability to think strategically and develop and implement projects/programs that align with Perkins goals and mitigates risk.	Enjoys translating business needs into HR Solutions and celebrates the success. Track data, trends and illustrate results well to others.	Completion of HR projects in line with timeline, budget and expectations.
Ability to identify and solve urgent problems quickly and effectively and understand when bigger issues need unpacking and consulting.	Clam, approachable and outcome focused. Have a mind for data and the ability to creatively find solutions. Innovative, seeking out new ways of doing things.	Ensures Perkins are free of risk, or those that are apparent, are mitigated and reasonable reviews and adjustments have been put in place.
Experience with managing projects, rolling out new initiatives and processes with the right consultation and engagement methods	Have a risk appetite with the ability to assess, review, plan and execute. Empathy and self-awareness is the approach you take to all tasks.	Strong peer to peer feedback and overall project delivery feedback, reinstating projects success and user experience.
Strong emotional intelligent skills with the ability to manage the team effectively and others emotions and reactions.	Respond appropriately, respectfully with Perkins values in mind. Face challenges and bounce back after setbacks. Be able to persevere in the face of adversity and maintain a positive outlook.	Role model and advocate Perkins values in all actions, approaches and appearances.

Primary duties/responsibilities:

1. The go to person for all employee-related issues, from resolving conflicts to ensuring that all those under the duty of care of Perkins are working in a safe, risk free and positive environment.
2. Engages, coaches and advises team leaders and managers on all aspects of performance enhancement and performance management so as to enhance individual and team performance.
3. Ensure that Perkins is complying with all employment laws and regulations, including those related to equal employment opportunity, Industrial relations and OHS.
4. Responsible for ensuring that Perkins compensation and remuneration programs are competitive, in line with industry standards and demonstrate parity.
5. Responsible for managing day to day HR Operations. Including employee records, benefits administration and managing HR system HR3 and all HR processes.
6. Manages 'business as usual' HR Administration which includes payroll.
7. Partners with managers and supervisors to provide day to day HR advice and support on all employee relations matters.
8. Builds trusted advisor relationships with team leaders and managers to support them in the understanding and application of industrial relations requirements.
9. Oversees the hiring process to ensure it is streamline, easy for applicants to navigate and demonstrates principles such as fairness, equity and diversity.
10. Works with others across the organisation to oversee the review of Perkins values.
11. Works closely with the Internal Communications Manager to ensure employees and researchers have information and data necessary to help them and their teams.

12. Uses data and analytics to measure, monitor and enhance the experience of employees and researchers within Perkins and constantly adapts based on this information.
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14. Advises the Executive and others on changes in legislation, practice and technology that impact on human resource management.

Leadership

15. Leads the HR Officer and Project Officer with effective goals and targets, using coaching methods to drive innovation and results aligned to Perkins and HR's strategic goals.
16. Assists the Director and Group Leaders in identifying where there are opportunities to improve, remain competitive and enhance capabilities
17. Role model behaviors to drive an accountable and vulnerable Leadership team.
18. Develops strong relations with UWA Human Resources team so as to assist in facilitating HR process for Group Leaders and all researchers.
19. Plays a key role in all aspects of safety in the workplace, including assisting the organisation transition to meet the requirement of the new WHS legislation. Acts a key member of the Perkins Safety Committee.

Projects

20. Performance Review: Introduce and facilitate next-generation performance enhancement processes, based on proven methodology, leading to individual and team success.
21. Onboarding Project: Build an effective and seamless onboarding experience that is automated, compliant and engaging with prospective Perkins employees and affiliates. Given dynamic employment relationship with UWA, ensure this process is aligned and complementary of theirs.
22. Policy Review: conduct a consultative review of all Policies at Perkins and plan a consultative and engaging roll out of new Policy frameworks, calendar review and principles to ultimately roll out new and effective policies that enhance the capability and compliance of Perkins and its associated.
23. HR System roll out: continue to develop HR's new system 'Culture Amp' with the view of using the tool to gain data, promote voice and choice and capture Perkins current and future state.
24. Process improvement: review ad hoc processes with the view to enhance and automate where possible. Engage with Communications Manager to ensure these processes are available and made aware to all required.
25. Other duties as required.

Essential skills

- Commitment to people, with expertise in a person centric approach to HR.
- Natural collaborator who builds strong relationships that are robust and collaborative.
- Proven experience in working with leaders to build and maintain an exceptional workplace culture, one that celebrates engaged and high performing individuals and teams.
- Extensive knowledge of human resource management, employee relations and work health and safety.
- Demonstrated experience in developing and implementing innovative measures to address recruitment, retention and onboarding within a diverse organisation.
- Ability to focus strategically on the needs of the organisation with a grass roots approach.
- Experience in using data and analytics to guide decision making coupled with an orientation for innovation and creative problem-solving approach.
- Competent across the O365 Suite

Eligibility:

- Australian Citizen or eligible to lawfully work in Australia.
- Current National Police Clearance (within the last 3 months).

Qualifications:

- Qualifications in Human Resource Management or a related field or extensive experience in this area.

Compliance:**Perkins Values**

All staff members are to adhere to the Perkins Values <https://www.perkins.org.au/about-us/vision/>

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the *Work Health and Safety Act 2020 (WA)* and related Perkins requirements.

All staff must comply with requirements of the *Work Health and Safety Act* and all reasonable directives given in relation to health and safety at work, to ensure compliance with Perkins and Legislative health and safety requirements.

Details of the safety obligations can be accessed at

<https://intranet.perkins.org.au/policies/human-resources-policies/>

Equity and Diversity

All staff members are required to comply with the Perkins' Code of Conduct and Equity and Diversity principles. Details of the Perkins policies on these can be accessed at <https://intranet.perkins.org.au/policies/human-resources-policies>