

Position Description

Position title	Human Resources Manager	Location	St Leonards
Reports To	CEO	Direct Reports	Nil
Working Relationships Internal	HR Specialist Finance & Payroll All Managers and employees	Working Relationships External	Providers for: Recruitment, WHS, Training, EAP, Legal
PD Approved	Chief Executive Officer	Approved Date	25 October 2017

Organisation description

Sydney North Primary Health Network (SNPHN) works on behalf of the Commonwealth to improve health outcomes for patients by increasing the capability and capacity of the primary healthcare workforce to ensure patients receive the right care, in the right place, at the right time.

Position purpose

Position purpose:	<p>The Human Resources Manager is responsible to ensure:</p> <ul style="list-style-type: none"> • the day to day tasks of the HR function are fulfilled; • a range of HR operational functions are carried out in areas including (but not limited to) recruiting, onboarding, training & development, performance management, HRIS, exits; • the strategies, processes, and tools are in place to assist the ongoing development of the organisation.
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Accountabilities

Primary accountabilities:	<p>To ensure that the organisation works as effectively as possible to achieve its annual business plan, each SNPHN team member has responsibility for a range of activities and outcomes. These accountabilities and their outcomes are reviewed formally annually and on an ongoing basis informally.</p> <p>Key accountabilities of this role include;</p> <ul style="list-style-type: none"> • delivering a day to day efficient and effective human resources operation that supports SNPHN's medium and long term organisational objectives; • managing workplace legislative governance administration.
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<p>Legislative Governance</p> <p>&</p> <p>Industrial Relations</p>	<ul style="list-style-type: none"> • Maintain up to date knowledge of workplace relations and other employment, and WHS legislation, relevant to the organisation. • Ensure the organisation and employees comply with relevant industrial relations legislation on a day to day basis • Assist employees with day to day queries on matters relating to relevant Awards and Enterprise Agreement requirements, EEO, Discrimination, Privacy, National Employment Standards, WH&S etc. • Immediately escalate queries of a potentially serious nature, and that may have legal ramifications, to CEO or a member of the Executive Team before giving feedback. • Immediately bring to the attention of the organisation any changes in legislation relevant to the organisation. • Immediately advise CEO, or a member of the Executive team, of any instances where the organisation is not compliant with legislation.
<p>Operations Policy Procedures</p>	<ul style="list-style-type: none"> • Write, implement and review HR policies and procedures in time frame required. • Support employees with day to day queries regarding HR policies and procedures. • Manage own daily HR activities accurately, in line with policies and procedures, and in timeframes requested • Ensure SNPHN Organisation Structure Charts are kept up to date.
<p>Reporting</p>	<ul style="list-style-type: none"> • Prepare headcount and statistical reports for HR for Board and FARM reporting as required by CEO • Other reporting as directed from time to time
<p>Recruitment New</p>	<p>Manage recruitment campaigns</p> <ul style="list-style-type: none"> • Manage recruiting campaigns including: <ul style="list-style-type: none"> ○ RAF (Recruitment Approval Requests) - produce & have signed by all required parties as per delegation. ○ Ensure Position Description is up-to-date & signed off by Manager ○ Place advertisements – internal & external. ○ Manage receipt of applications with relevant manager ○ Schedule interviews. ○ Contact unsuccessful candidates • Complete new employee paperwork as per approved templates <ul style="list-style-type: none"> ○ Ensure all certification documents (e.g. police checks, working with children etc.) are received prior to start date. ○ Complete employment contracts and new hire paper work.

	<ul style="list-style-type: none"> ○ Manage distribution and receipt of all paper work. ○ Create both hard & soft copy personnel folders as per checklist. ● Advise IT, and other relevant stakeholders, of upcoming new starters. ● Ensure payroll advised in time for first pay run.
Recruitment replacement	<p>Internal position change – as per approved templates</p> <ul style="list-style-type: none"> ○ RAF (Recruitment Approval Requests) - produce & have signed as per delegations. ○ Update employee terms and conditions. ○ Coordinate appropriate review and approvals and ensure paperwork is filed and payroll receives required documentation in a timely manner. ● Update both hard and soft copy personnel folders for paperwork as per checklist.
Orientation	<ul style="list-style-type: none"> ● Schedule and co-ordinate orientation programs at regular intervals ● Assist managers with the employee orientation process ensuring all participants are aware of their responsibilities ● Ensure the requirements of the first 6 months (induction plan) are identified and followed. ● Create and maintain a whole of organisation orientation pack ● Ensure specific orientation material from all operations managers and other functions (IT, Finance, Exec Team etc.) are up to date
Culture, Values and Employee Engagement	<ul style="list-style-type: none"> ● Recommend employee engagement initiatives that support organisational performance and are aligned to our workplace culture. ● Manage the Employee Engagement survey including communications pre-and-post survey to CEO ● Manage quarterly Values nominations via Survey Monkey <ul style="list-style-type: none"> ○ Send nominations to Manager’s for voting ○ Prepare story, certificate & gift voucher for the relevant Monthly meeting
Capability Development (Training & Development)	<ul style="list-style-type: none"> ● Identify training & development providers to enhance the skills of SNPHN employees. ● Coach and mentor Managers to enable them to build capability with their team members. ● Immediately escalate to Executive Team any employee in a people management position that is seen to be struggling with the management and development their team ● Assist employees with the performance management process

<p>HRIS - PeopleStreme</p> <p>PAC</p>	<ul style="list-style-type: none"> • Manage implementation and on-going maintenance of the SNPHN HRIS • Ensure all new employees are loaded to PeopleStreme <ul style="list-style-type: none"> ○ Manage training of employees ○ Manage e-learning compliance for all employees • Guide employees and managers on the performance alignment conversations process (PAC) through PeopleStreme • Complete reporting as required by due dates • Manage the: <ul style="list-style-type: none"> ○ Annual set up of the appraisal review process (PAC) ○ training of employees • Complete reporting in agreed time frames
<p>Intranet</p>	<ul style="list-style-type: none"> • Ensure the HR related pages and policies are kept up to date on the intranet
<p>Separations / Terminations</p>	<ul style="list-style-type: none"> • Guide employees and managers on the separation process and contract commitments. • Ensure all paperwork is received for separations and actioned in time frames required <ul style="list-style-type: none"> ○ Move all paper work and e file to archive • Send all documentation to Payroll prior to termination date • Complete Exit interviews where required • Manage terminations ensuring policy and legislative requirements are adhered to
<p>General</p>	<ul style="list-style-type: none"> • Comply with contractual obligations and deliverables as contained in the various approved Department of Health (DoH) Annual Plans and other funding agency agreement. • Demonstrate a commitment to SNPHN's vision and values: <ul style="list-style-type: none"> ~ SNPHN Vision – Achieving together – better health, better care ~ SNPHN Values – iCare <ul style="list-style-type: none"> ○ Innovation – We Create, We Initiate, We Inspire ○ Collaboration – We Listen, We Understand, We Respond ○ Accountability – We Define, We Adapt, We Deliver ○ Respect – We Inspire Trust, We Are Open, We Act Ethically ○ Excellence – We Own It, We Commit to It, We Achieve It. • Understanding of contractual obligations and deliverables as contained in the various approved Department of Health Annual Plans and other funding

	agency agreements. <ul style="list-style-type: none"> • Respect the confidentiality of patients and general practice in line with the organisation's related policies, procedures and the Privacy Act. • Comply with the organisation's policies and procedures. • Fulfil other reasonable duties as directed from time to time.
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Organisational expertise

Subject Matter Expertise	All HR related matters and legislation
SNPHN Policies / Procedures	HR Related
SNPHN DoH Contracts:	Not applicable.
SNPHN Supplier Contracts	Suppliers providing human resources related services - Employee Assistance Program, professional development , legal advisors, recruitment agencies

Scope of authority

Direct employees work priorities/schedules	As per delegation policy
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Key selection criteria - qualifications and experience

Required experience, capabilities and qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 10 years' experience in a human resources generalist role • Previous experience in a stand-alone HR role • Strong knowledge and understanding of HR related legislation - related to Award, Enterprise Agreement, Fair Work Act & NES. • Capable of addressing operational requirements directly • Strong written and oral presentation skills, including the ability to write employee communications and policy and procedure documents. • Strong inter personal skills, with the ability to coach and mentor employees • Attention to detail • Excellent time management skills <p>Desirable:</p> <ul style="list-style-type: none"> • Tertiary qualifications in a Human Resources related qualification • Experience in a not for profit, government funded environment
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	<ul style="list-style-type: none"> • Member of an HR related body
Certifications required	<ul style="list-style-type: none"> • Certification of required tertiary qualifications and professional memberships preferred • National Police Clearance Check • Reference Checks (2) from past employers
Special conditions	<ul style="list-style-type: none"> • Some out of hours work may be required, for example, attendance at community forums or meetings, for which time off in lieu may be taken
Workplace Health and Safety	<ul style="list-style-type: none"> • Adhere to organisation policies and procedures relating to Workplace Health and Safety and take responsibility for own and colleagues wellbeing at all times

Position Description Acceptance/Agreement

I declare that I have read, understand this position description and I understand the tasks and accountabilities may be varied from time to time by the organisation in response to changing priorities.

Name _____ Signature _____ Date _____