Central Australian Aboriginal Congress
Position Description

POSITION	**GENERAL MANAGER HUMAN RESOURCES (PN 206)**
DIVISION	**HUMAN RESOURCES**
BASE LEVEL & SALARY	***Level 10-3 $123,128.74 to Level 10-6 $137,921.83(P/A)*** ***(commensurate with Qualifications and Experience)*** ***(Salary Packaging options also available)***
CONTRACT	***PERMANENT***
LOCATION	***WEST POINT BUILDING – ALICE SPRINGS (or any other location as required)***

PURPOSE OF POSITION

This position is responsible for management of the Human Resources Division which covers the delivery of all areas of contemporary Human Resources and Industrial Relations, Work Health & Safety, Workers Compensation Training & Development, Recruitment & Selection advice and services as well as the monitoring and management of HRM systems and processes. The position ensures the development and implementation of policies, procedures and programs in line with current legislation, standards, Quality Assurance and Risk Management throughout Congress to ensure best practice and legislative compliance is maintained.

REPORTS TO

Chief Executive Officer (CEO)

FUNCTIONS REPORTING TO AND WORKING RELATIONSHIPS OF THIS POSITION

The position is a part of Executive Management and has close working relationship with the other members of the Executive Management, relevant government and non-government organisations. The position is also responsible for the management of the HR team and for implementing professional human resource standards across all areas of Congress, and coordinating the day-to-day operations of the Human Resource Division.

Areas reporting to this position includes: Human Resource Officers, Training Coordinator and/or any other functions as nominated. The position also has a close working relationship with payroll.

OVERVIEW of Central Australian Aboriginal Congress ("Congress") and Work Environment

Central Australian Aboriginal Congress Aboriginal Corporation (Congress) was formed in 1973 to support and advocate for Aboriginal people in the struggle for justice and equity. Since that time, Congress has expanded to become the largest Aboriginal Community controlled Primary Health Care Service in the Northern Territory.

Congress now provides a comprehensive primary health care service to the Aboriginal Community of Alice Springs and to outstations within a 100 kilometre radius.

Today Congress encompasses **five (5) Divisions** in total;

1. Finance
2. Alice Springs Health Service Division
3. Regional Health Service Division
4. Human Resources
5. Public Health

The Alice Springs Health Services Divisions includes **seven (7) Branches**

1. Services

2. Social & Emotional Wellbeing (SEWB)
3. Alukura
4. Children Services
5. Education & Training
6. Ingkintja Health
7. Headspace

For further information about Congress visit our website: www.caac.org.au.

KEY RESPONSIBILITIES

Broad outline of responsibilities:

Includes providing strategic input as a member of the executive management team, to develop and drive human resource initiatives relevant to Congress' function as an Aboriginal Community Controlled Comprehensive Primary Health Care Service.

The GM HR role is aimed at ensuring that Congress is meeting best practice human resource legislation, standards, policies and procedures that supports our people and meets the corporate obligations, as well as to ensure that Congress is well placed to cope with continuing growth and focuses on improving organisational capability**.**

1. Key Responsibilities include:

- Lead and develop the HR team;
- Provide industrial/employee relations advice and support to staff and management;
- Coordinate and assist with Enterprise Bargaining strategy and negotiations;
- Develop and implement HR policies and procedures across Congress;
- Recruitment and workforce planning;
- Staff development and training;
- Organisation development and training;
- Change management and communication;
- Workplace relations and systems administration;
- Workers Compensation and claims management with Insurer;
- HRM system and process systems administration;
- Ensure that Congress meets all compliance/ obligations in relating to human resources, work, health and safety legislation, professional registrations and credentialing and any relevant areas;
- Manage various HR projects and initiatives; and
- Managing the HR Division in a responsible, transparent and compliant manner;

2. OPERATIONAL Key deliverables include:

- Manage systems and processes to improve delivery of a high quality service;
- Lead and Support organisational development and change;
- Support and develop a competency & performance framework;
- Encourage cohesive teams committed to innovation and continuous improvement
- Oversee remuneration, benefits and classifications to ensure fairness and equity;

- Drive principles of best practice in recruitment, talent management and retention;
- Implement efficient HR documentation and records management processes;
- Ensure the organisation develops and operates within WHS legislative framework; and
- Oversee and provide advice on how to reduce and manage workplace injury (Work Cover claims) that best protects staff and the organisation.

3. **Key deliverables:**

- Driving a positive culture across Congress that reflects the values outlined by the board, demonstrates a quality service and promotes team work;
- Managing the HR Division in a responsible, transparent and compliant manner;
- Implementing HR Division policies and procedures in areas of responsibility that support best practice and are in line with standards and legislation;
- Managing, monitoring and ensuring compliance of legislative and contracts;
- Responsible for developing, implementing and monitoring the WHS legislation and WHS framework, engaging staff and implementing the plan across Congress;
- Supporting and providing advice to the GM Finance in developing the enterprise risk management framework through input/ consultation at the Executive Management level;
- Developing and implementing an HR operational plan with relevant key performance indicators for the Division; and
- Providing leadership to achieve efficient, effective and high quality services.

4. OTHER FUNCTIONS

- Contribute to Congress' strategic planning and executive team meetings;
- Undertake any other duties at the request of the CEO which are considered relevant to the position; and
- Encourage the promotion of Aboriginal cultural and political values among all Congress staff.

5. ACCOUNTABILITIES

- To provide quality and professional service and maintain work ethics at all times; and
- Work within strict confidentiality and ensure all records are maintained securely.

6. STAKEHOLDER RELATIONSHIPS

- Liaise with a variety of Government and Non-Government agencies, representing Congress in a professional manner;
- Maintain and contribute to a professional focus when dealing with internal and external stakeholders;
- Under the direction of the CEO liaise with other non-government and government organisations on health and community development issues; and
- Maintain consultation with Managers and staff and provide recommendations to the CEO for areas of improvement.

7. DIVISON & SOCIAL RESPONSIBILITIES

- Maintain the privacy and dignity of clients and staff at all times;
- Act with tact and diplomacy when dealing with information of a highly sensitive nature; and
- Always work with an open, honest and transparent focus.

SELECTION CRITERIA

Essential Minimum Criteria:

The successful candidate will be an extensive experience as a Human Resources practitioner with a passion for industrial /employee relations and will meet the following criteria:

Essential

1. Relevant Tertiary qualifications such as a Bachelor of Business or equivalent associated HR/IR studies;
2. Proven training completed (documented) and experience in WHS, WHS Auditing, Quality Auditing, Injury Management/ Rehabilitation;
3. Extensive experience managing Human Resource Management functions with a minimum of 10 years' experience in a senior HR position;
4. Experience and understanding of working in a community controlled non-government organisation;
5. Demonstrated knowledge and experience in current industrial relations practices and legislation with experience in representing an organisation in the Commission;
6. Demonstrated experience assisting with Enterprise Bargaining strategy and negotiations;
7. Proven experience in leading and managing an HR team in a complex environment;
8. Exceptional verbal and written communication skills;
9. Proven experience in management of Workers Compensation claims;
10. Proven experience in implementing and ensuring compliance against WHS legislation (including practical knowledge of Harmonisation);
11. Extensive experience with Microsoft Suite programs and HRMS system(s); and
12. Demonstrated understanding of issues pertaining to human resource management in a cross-cultural environment;

Desirable Criteria

13. Experience and understanding of working in an Aboriginal community controlled organisation;
14. Primary Health Care sector experience;
15. Completed an Australian Institute of Company Directors course or program;
16. Current NT Drivers Licence, or ability to obtain one; and
17. Knowledge and experience of Aboriginal culture and the particular cultural practises and obligations that may impact on work performance
18. Proven training (documented) completed and experience in Adult Education and Risk Management

APPLICATION DETAILS

Applications Close: 26th July 2013

APPLICATIONS MUST INCLUDE A RESPONSE TO SELECTION CRITERIA AS OUTLINED ABOVE, A CURRICULUM VITAE (CV) AND CONTACT DETAILS FOR 2 REFEREES.

Applications marked "CONFIDENTIAL" and addressed to the Chief Executive Officer can be submitted either by post or emailed:

Darrelle Windsor
Human Resource Department
Central Australian Aboriginal Congress
PO Box 1604
Alice Springs
NT 0871

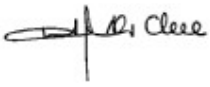
Email: **vacancy@caac.org.au**

or

Apply on line**: www.caac.org.au**

For further information or to discuss position contact:

Chief Executive Officer
Phone: 08 8951 4401
Fax: 08 8959 4717
Email: donna.ahchee@caac.org.au



Authorised By: Donna Ah Chee 9th July 2013
Chief Executive Officer