

Role clarity statement: Human Resources Director / Chief Human Resources Officer

Role Purpose Statement

Deliver and support an engaged and productive workforce that is aligned with achievement of organisational goals.

Key role requirements	Accountabilities	KPI's	Decisions/Authorities	What do I need from others
<p>People</p> <ul style="list-style-type: none"> Oversight of all people management activities (planning, recruitment, management, performance management and exit) Development of a performance management framework (addressing both good and poor performance) and communication of this framework to all people managers in the business. Development of a career development framework Development of an employee engagement strategy Oversee development of talent pools Oversight of development plans for key employees as part of succession and development Advice to managers regarding people management issues <p>Recruitment</p> <ul style="list-style-type: none"> Oversight of recruitment process to ensure fairness and transparency in all recruitment activities <p>Operational</p> <ul style="list-style-type: none"> Development of HR strategy and plans to drive engagement, productivity and manage resourcing to achieve organisational goals Understanding of organisational capability and development of structure and design to support achievement of organisational goals. Ensure information in HR Information management system is entered in a timely manner, is complete, accurate and secure. Wage and salary structures comply with appropriate legislation, regulations and awards/collective agreements/enterprise agreements SME at the leadership level regarding impact of decisions and initiatives on employees / people 	<p>People</p> <ul style="list-style-type: none"> Every new employee has a formal onboarding plan in place Stewardship of biannual employee engagement survey and annual sentiment survey (alternating years) Identification of key people and ensure succession plans are in place. <p>Recruitment</p> <ul style="list-style-type: none"> Oversight of external recruitment agency relationships Recruitment plans to fill vacancies <p>Operational</p> <ul style="list-style-type: none"> People resourcing plan is in place to support operational needs (through partnership with department/divisional heads) Exit interviews are conducted with departing employees and results analysed for trends Oversight of any third party HR-related technology relationships (HRIS/L&D) Workplace health and safety Employment Handbook and associated policies are in place and updated regularly to reflect legislative changes Proactive support for achievement of Environment, Social and Governance (ESG) goals 	<p>People</p> <ul style="list-style-type: none"> Employee engagement / positive sentiment is at XX% Regrettable turnover < XX% Regrettable turnover in the HR team < XX% All unplanned turnover is less than XX% HR team unplanned turnover <XX% Internal promotions account for XX% of vacancy fills Succession plans are in place for each member of the leadership team and each key role in the organisation Each high-potential employee has a career plan <p>Recruitment</p> <ul style="list-style-type: none"> Time from recruitment briefing to commencement of recruitment activities does not exceed 3 business days. Use of external agencies is limited to XX% of hires and/or \$XX Recruitment spend is within budget <p>Operational</p> <ul style="list-style-type: none"> Each employee has a performance and career discussion every quarter Each employee has clearly defined KPIs as part of their performance agreement Diversity and inclusion targets across diversity groups (gender, ATSI, disability, cultural) are met All injury frequency rate is <XX 	<ul style="list-style-type: none"> Recruitment of all key roles Recruitment agency use budgets Salary packaging frameworks Employee Handbook changes Company wages and salary budget Third party relationships/ contracts (i.e. recruitment agencies, engagement measurement, tool provider) Recruitment of HR Team members In accordance with delegated authority matrix 	<p>CEO:</p> <ul style="list-style-type: none"> Strategy, direction and guidance Consistency in decisions Challenge and feedback on initiatives and decisions (business plan). <p>Leadership Group:</p> <ul style="list-style-type: none"> Holding team members accountable for adherence to HR policies and procedures Early identification of people issues (performance, health, safety) Active engagement of HR Team in management of people. <p>External Service Providers:</p> <ul style="list-style-type: none"> Accurate and up to date advice in line with legislation <p>Finance & IT</p> <ul style="list-style-type: none"> Accurate payroll <p>HR Team</p> <ul style="list-style-type: none"> Commitment to developing an engaged and productive workforce