# HUMAN RESOURCES MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

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| --- | --- |
| Position Title: | Human Resources Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

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| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Oversee Recruitment and Selection - including permanent, temporary, fixed term and contractor arrangements. * Manage the Annual Performance Review process. * Manage payroll and all associated salary administration functions, including HR budget. * Ensure compliance with all industrial relations legislation across all aspects of HR. * Update existing HR policies on an annual basis. * Develop and implement health and safety and EO policy and procedure to ensure compliance with relevant legislation. * Develop, implement and conduct the annual Employee Benefits and Remuneration Framework reviews. * Develop, review and implement staff induction and separation programs. * Identify and implement relevant learning and development initiatives. * Review and coordinate annual staff satisfaction surveys. * Oversee performance, disciplinary and termination related matters. * Lead and manage the HR team to deliver the objectives outlined in the business plan and ensure all tasks, activities and services are undertaken in a professional, accurate and responsive manner. * Monitor individual and team performance and workload and take action to address learning and development needs and performance issues. * Provide a safe, healthy and hazard free environment for staff, and ensure both employer and employee obligations are met by way of appropriate policies, procedures and guidelines. * Manage key projects as directed by the CEO. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Degree in Human Resources Management |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Excellent written and verbal communication skills. * Excellent organisational management skills * Strong presentation and facilitation skills |

Employee Signature: Date:

Employer Signature: Date: