



JOB DESCRIPTION

Key Position Information			Date Reviewed: 21 March 2016
Title	Senior HR Manager	Department - Location	Corporate Support Services
Reports to	Executive Manager Corporate	Award	Individual Common Law Employment Contract
Level / Salary	Negotiable dependent upon skills and experience. Super 9.5%	Basis of Employment	Fulltime

Role Purpose

Provide strong leadership to the HR work group
 Provide high level HR support and advice to the RW Executive
 Provide coaching and mentoring for development of the HR team.
 Develop, update and professionalise HR policy and practices
 Develop Quality Assurance and Continuous Improvement approaches.
 Identify service and policy deficiencies and systematically design, develop and implement improvement measures
 Ensure the alignment of policies and practices to RW's strategic goals.
 Work collaboratively and flexibly to support Richmond Wellbeing's operational and business requirements.

The duties may vary in line with operational and business requirements.

Richmond Wellbeing Vision, Purpose and Values

Our Vision: A world where people are supported to recover, live well and have a meaningful and contributing life.
 Our Purpose: To listen, respond and work holistically alongside people to support mental health recovery.

Hope	Relationship	Integrity	Innovation
We believe that people can and do recover from mental ill health.	We work in a person-centred way, in partnerships, and are mindful to promote positive relationships between individuals, families, support networks, services, businesses and the community.	We work with kindness, respect, honesty, reliability and professionalism.	We lead the way in supporting mental health recovery, through innovation.

Statement of Diversity

The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.

<https://richmondwellbeing.sharepoint.com/Shared%20Documents/RW%20Diversity%20Statement%20for%20Board.pdf#search=statement%20of%20diversity>

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Policy and practice development and operational HR alignment	<ul style="list-style-type: none"> Take a leadership role in the development of the HR Team. 	<ul style="list-style-type: none"> Ensure compliance with HR process including regular feedback reviews, completion of core training by team members, ensure high standards of

	<ul style="list-style-type: none"> • Evaluate and review HR content and its alignment with RW's current and future operational needs • Provide high level HR policy and practice advice • Identify service improvement opportunities in RW's HR practices • Design and implement HR solutions to meet operational needs • Continuously improve the quality of HR services. 	satisfaction amongst HR service users, demonstrate incremental improvements to HR documentation and HR practice.
Values	<ul style="list-style-type: none"> • Act in accordance with RW Values and Principles – challenge practices inconsistent with these values and use values as a basis for managing relationships and making decisions. 	<ul style="list-style-type: none"> • Reflect RW values in daily interactions and within scope of role. • Aligns HR policy, practice and documentation with RW values
Special Projects	<ul style="list-style-type: none"> • Undertake project work as required 	<ul style="list-style-type: none"> • Complete projects in time and in spec.
Key Objectives	<ul style="list-style-type: none"> • Report on Key Objectives and outcomes as directed • Develop measurable Key Objectives for the HR work program 	<ul style="list-style-type: none"> • Annual plan for HR • Ensure meaningful data and information is available for decision making
Quality Assurance	<ul style="list-style-type: none"> • Develop Continuous Improvement practices and Quality Assurance processes for RW's HR and policy procedures. 	<ul style="list-style-type: none"> • Work to the required company certification and standards requirements. • As case law and legislation changes ensure HR documentation and HR practice reflects this.
Employee Contribution	<ul style="list-style-type: none"> • Show strong leadership to and in the work team. • Adopt a positive work attitude and value fellow employees • Follow RW's Policy and Procedures • Maintain the compliance requirements relevant to your RW role • Within your capability and training, carry out other duties as required. 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Follow safe work practices consistent with legislative requirements • Comply with RW's OSH policy and procedures 	<ul style="list-style-type: none"> • A "Safe work" culture operates within Richmond Wellbeing • Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills	<ul style="list-style-type: none"> • Extensive HR leadership background • Demonstrated experience in coaching, mentoring and developing others • Capacity to work effectively in a team environment • Demonstrated project management experience in an HR setting • Competence in a culturally diverse setting • Experience in working with MS Office applications. • Demonstrated expertise in organising and planning daily tasks • Flexibility and adaptability to meet changing needs
Knowledge and Qualifications	<ul style="list-style-type: none"> • Demonstrated substantial experience in HR

	<ul style="list-style-type: none"> • Demonstrated staff development skills • Extensive HR knowledge • Proven capacity as a team player • Relevant HR qualification at Diploma level or above
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental ill health. • Motivated team player • Pro-active and committed to upholding RW values and principles
Experience	<ul style="list-style-type: none"> • Extensive experience in HR • Experience in developing co-workers, mentoring and coaching • DESIRABLE • Previous experience working in a health related environment • Lived experience of mental health recovery or as a family member of a person with a lived experience of mental health recovery
Other Requirements	<ul style="list-style-type: none"> • Current National Police Clearance Certificate. • Current Driver's licence