

POSITION DESCRIPTION

Position Number:	1118
Position Title:	Human Resources Lead
Position Type:	Permanent (Full-Time) or (Part Time)
Positions Level:	Dependant on skills and experience:
Location:	Darwin
Direct Reports:	Nil
Responsible To:	Director Corporate Services

About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT:

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.
Celebrate difference and promote fairness	We embrace diversity and prioritise inclusion, equity and self-determination. We are strong in our commitment to social justice across ages, gender, cultural and financial differences.
Strive for quality and trust	We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.

Position Statement

This position is responsible for the delivery of strategic and operational Human Resource (HR) services across RA-NT, ensuring a robust and functional HR capability.

Combining both strategic and operational accountabilities, this position will be hands on across all facets of the HR function, including business partnering and coaching, workplace planning and development, people related risk, policy and procedural development, compensation and benefits, strategy and change management, organisational development, Work Health and Safety, and talent acquisition.

The position will lead the enhancement, development, and implementation of People and Culture related initiatives, and tools and frameworks that ensure compliance and embrace best practice, with a strong focus on the development of strategic people initiatives that meet the demands of a dynamic workforce.

Integral to the position is the provision of high-level advice and support to the Executive team and management on people related risk impacting business, complex HR matters, and organisational development strategies, serving to mitigate risk, and promote organisational culture and values through the leadership, to support informed and quality decision making.

Key Accountabilities and Deliverables

Human Resources

- Provide high quality HR advice, guidance and coaching to management and staff on a range of employment matters that is consistent with relevant legislation and contemporary HR practices.
- Provide risk mitigation by identifying areas of people related risk that may impact upon business operations and offer appropriate solutions.
- Proactively identify scenarios or occasions where a particular HR intervention will have a positive impact on business operations.
- Case-manage workplace issues such as grievances, disciplinary matters, disputes, and investigations, recommending appropriate action, and early intervention strategies.
- Oversee the review, development and maintenance of all HR policies and procedures to ensure compliance with relevant legislation and standards and to optimise operational efficiency.
- Lead change management as required, following appropriate change related protocols.
- Be the lead oversight and Administrator of any HRIS data systems.

Workforce Capability and Strategy

- Lead the development, execution, and evaluation of any People and Culture related strategy, including strategic workforce plans that supports the delivery of organisational objectives.
- Proactively conduct research, collect and analyse data, and monitor workforce related strategic implementation against evaluation frameworks.
- Drive initiatives to enhance the employee experience and engagement and promote diversity and inclusion in line with RA-NT values and best practice.
- Embody internal and external stakeholder perspectives in the development and evaluation of strategic workforce initiatives, in partnership with relevant leaders and management.
- Lead any relevant transformation and/or evaluation of people systems and technology (from time to time) to ensure a contemporary and integrated approach with appropriate functionality and efficiency

Talent Acquisition

- Lead and oversee talent acquisition activities to attract, develop and retain a skilled workforce that meet organisational requirements and sector demands.
- Partner with the Executive and management to form an understanding of programs, and to develop innovative program related attraction and retention workplans.

- Manage and oversee the recruitment process, including the drafting of job advertisements, and shortlist and screening of candidates.

Work Health and Safety

- Oversee and support Work Health, Safety requirements, including the design and implementation of the WHS management framework including policies, procedures, tools and templates in accordance with best practice legislative requirements.
- Advise the Executive on matters that are related to minimum National Work Health and Safety requirements.
- In partnership with the Executive, develop and lead initiatives relating to Workplace Wellness.

Partnerships

- Establish and maintain a true HR Business Partnership model across the business, with risk mitigation, coaching support, and workforce capability at the centre of the approach.
- Partner with the Executive Leadership and management to identify risk and opportunity relating to the people of RA-NT.
- Work closely within the Corporate Services and Finance team to ensure consistent people related Business Rules are mutually applied.

Other duties as directed from time to time by the Director Corporate Services.

Qualifications and Experience

Essential

- Proven well-rounded HR advisory experience.
- Extensive knowledge of Human Resource processes, policies, and procedures, with a working knowledge of relevant industrial legislation, such as the Fair Work Act.
- Proven experience in case management through to resolution, preferably across the full spectrum of discipline, grievance, workers compensation and performance management.
- Ability to assess and identify people related risk impacting upon the service delivery of a business.
- Proven experience in workforce and organisational development, including the ability to identify initiatives and drive strategic HR related projects and outcomes.
- Experience in the application of change management principles.
- Proven conceptual skills with experience identifying organisational gaps where HR initiatives can add value to operational areas.
- Demonstrated ability in the development and application of strategic recruitment and workforce planning initiatives.
- Experience or an understanding of effective management of WHS, including workers' compensation matters, investigation of WHS issues as required with the Quality, Risk and Compliance Manager, to implement improvement and risk mitigation strategies.
- Demonstrated planning, problem solving and organisational skills, including the effective management of multiple and high priority tasks to meet conflicting deadlines.
- Proven ability to partner, influence, negotiate and provide consultancy and coaching at all levels of an organisation.
- Experience in all areas of the employee lifecycle.
- Ability to travel within the Northern Territory from time to time.

Desirable

- A tertiary qualification in Human Resource Management, or relevant Business degree, or the equivalent experience.
- Exposure to or understanding of Not-for-Profit organisations.

Requirements

- A satisfactory Northern Territory working with children check (Ochre Card).
- A satisfactory national criminal history check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.
- Current NT Driver's License

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date:

Approved by:
CEO
27/02/2025