



Human Resources Manager Position Description

Position Overview

Position Title	Human Resources Manager
Position Number	1009
Position Type	Ongoing
Classification	3 - Management
Structure	People & Safety Human Resources
Location	North Lakes ¹
Reports to	General Manager People & Safety (1003)
Direct Reports	2 x People & Safety Advisor
Version	3.0 as at 20 December 2021 ²

Position Purpose

The purpose of this role is to:

- Ensure a safe and healthy workplace;
- Develop and implement organisational development strategies to enhance and develop the company's values, culture and strategic goals;
- Lead HQPlantations human resource management function including employment, workplace relations, capability development, payroll and systems management;
- Build and maintain authentic relationships with HQPlantations management and staff, and workplace stakeholders;
- Participate in fire protection, preparedness, and wildfire suppression as required; and
- Foster a high performing, safe, and inclusive work environment by being a proactive member of the People & Safety team, Senior Management Group and broader company teams.

Corporate Responsibilities

You are responsible for ensuring your behaviour and performance are aligned to:

- Our commitment to achieving a *proactive and integrated Culture of Safety*;
- Our *Corporate Values* of Commitment, Drive, Integrity, Respect, and Adaptability;
- The behaviour standards outlined in our *Code of Business Conduct* that reflect our *Growing Together Culture*:
 - Growing Our Culture;
 - Reflecting Our Safety Vision;
 - Delivering Ethical Governance;
 - Applying Business Acumen; and
 - Displaying Genuine Leadership.
- Our commitment to a diverse and inclusive workplace by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, and valuing different perspectives.

Position Responsibilities

Ensure a safe and healthy workplace

- Ensure the safety of yourself, your team, and others by placing safety first in all work activities and decisions;
- All work activities are carried out in alignment with HQPlantations health and safety Policy and Standards as detailed in our Health & Safety Management System (HSMS);
- Undertake risk assessments at all times when hazards are identified, prior to all new work, and when change is introduced;
- Ensure all workers entering the workplace undertake the required inductions, and inspections and due diligence activities are carried out; and
- Ensure all Health & Safety Events are reported and undertake analysis of events as required.

¹ The incumbent may be required to work from other HQPlantations locations from time to time

² This Position Description may be redesigned from time to time to meet business needs



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Apply people management practices that enhance inclusiveness, culturally aligned behaviour, and high performance.

- Apply human resource practices in line with HQPlantations Human Resources Management System;
- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Ensure your team's behaviour and performance is regularly monitored and effectively managed;
- Promote and provide authentic leadership to encourage diversity by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives;
- Develop team members capability to meet your team's requirements;
- Work collaboratively with your team members, lead and foster cooperation, accountability and high performance within your team; and
- Actively and genuinely participate as an effective leader and member of HQPlantations leadership teams.

Develop Organisational and Culture Strategies

- Develop and implement organisational development and change management strategies to reflect and support the company's Growing Together Culture;
- Effectively lead organisational change and development which may include organisational assessments, organisational structures, team building, professional development, training, coaching, innovation, leadership development and talent management; and
- Develop and implement leadership, diversity, inclusion and engagement strategies and projects to meet Growing Together Culture development targets.

Foster Positive Human Resources & Workplace Relations

Provide advice and support on human resource practices and processes including employment, remuneration and rewards; training and development; employee performance; workplace relations; employee well-being to managers and staff to ensure our employment values and standards are met;

- Effectively provide analytical reporting to the various teams as well as partnering with managers to achieve their business people goals in terms of the performance of their teams and employee wellbeing;
- Manage and resolve employment, performance and workplace relations issues with both the interests of HQPlantations and fairness and equity central to the outcome;
- Payroll is managed to meet company needs including ensuring compliance with legislative and contractual requirements;
- Effectively and efficiently manage HQPlantations workplace arrangements in a commercially responsible manner including consultation with unions and committees, settlement of disputes and advocacy in industrial tribunals;
- Ensure HQPlantations Human Resource Management System (HRMS) is operating effectively and act as a champion of the system to ensure company and legal requirements are met; and
- Develop and maintain HQPlantations Human Resource Information System (HRIS) to provide effective human resources and safety information to all users.

Foster HQPlantations contractor workforce compliance

- Ensure all HQPlantations contractors are engaged in line with HQPlantations contractor management standards and practices; and
- Undertake Fair Work Compliance reviews of contractor's employment and remuneration systems to ensure compliance with their legislative and contractual requirements.

Engage and liaise with key stakeholders

- Foster, build and develop relationships with HQPlantations management and staff, and external stakeholders including unions, and industry bodies;
- Ensure human resource practices are carried out in accordance with HQPlantations stewardship practices and standards to support the achievement and compliance with dual forest certification requirements.



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Engage and participate as a valuable member of the People & Safety Team

- Actively assist in the development of annual budgets and plans for the team;
- Manage your financial performance in accordance with the Company business governance standards.
- Work closely with the Health & Safety team particularly in terms of rehabilitation, injury management and employee wellbeing;
- Active participation and input in the leadership and development of the People & Safety team, including Health & Safety, and Corporate Fire to support the achievement of the team's overall goals;
- Provide comprehensive reports to management on Human Resources and organisational development results;
- Participate as a Management Representative in HQPlantations Remuneration Committee (Board Sub-Committee) including providing authoritative reports and information as required.

Manage business outcomes while delivering quality services

- Ensure you and your team delivers quality outputs in alignment with quality practices and standards that meet the requirements of other HQPlantations teams;
- Ensure material and financial resources are efficiently managed to achieve productivity gains and meet Company governance standards; and
- Proactively foster the identification of innovative work practices to deliver operational excellence and improve business outcomes.

Participate in fire management

- Participate in fire management activities as required by the regional teams based on your competency and physical capabilities, and in accordance with the procedures set out in our Corporate Fire Management System.

Position Requirements

Behaviours & Commitments (Essential)

- I am committed and aligned to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- My behaviour is aligned to the **Code of Business Conduct** behaviour standards; and
- I am committed to fostering and developing **HQPlantations Growing Together Culture**.

Knowledge & Skills

Health, Safety & Environment

- Demonstrated understanding of the application of health, safety and environmental practices and systems required in a plantation forestry work environment;
- Demonstrated understanding and practical skills in the application and use of risk assessments in a hazardous work environment; and
- Good understanding of culture in terms of both organisational and safety development.

Organisational Development & Culture

- Experienced understanding of organisational development strategies to meet the company values, culture, and strategic plans;
- High level understanding of change management strategies and techniques including organisational learning, structures, and position design; and
- Possess the ability to innovate and provide new ideas on people engagement strategies and move the company forward.

Human Resource Management (Employees & Contractors)

- Demonstrated practical knowledge of human resource management including employment, remuneration, workplace relations, capability development, payroll, and HRIS management;
- High level understanding of contractor engagement in terms of relationship building and management of assessorial liability;
- Highly effective interpersonal conflict resolution skills including negotiation, coaching and engagement; and
- High level coaching and facilitation skills to develop and deliver programs to a broad audience.

Workforce Management, Leadership & Interpersonal Skills

- Demonstrated understanding and the ability to manage individuals and teams with aligned behaviour and high performance;
- Authentic and visionary leadership skills with the ability to be resilient and engage, empower and influence others to align with our *Growing Together Culture*;
- Demonstrated ability to establish, maintain and develop professional relationships with both internal and external stakeholders, including union representatives; and
- Demonstrated ability to listen to others and be genuinely empathetic.

Business Acumen

- Ability to provide authoritative advice to leadership teams and prepare professional reports to Board;
- Effective decision-making skills underpinned by sound business acumen;
- Demonstrated understanding and practical skills in financial management including financial analysis, job costing, budgeting, and forecasting;
- Proven ability utilising sound project management principles to facilitate the development and delivery of projects to time and budget constraints within quality performance outputs and outcomes;
- High level analytical and problem-solving skills, along with the ability to identify cost-savings and implement continuous improvement;
- High level ability to carry out strategic and tactical planning to effectively achieve business outcomes as well as project management skills to deliver on these plans;
- Effective written communication skills including business case development and investigative, and analytical reports;
- Practical skills in the administration and application of HRIS, including business reporting and working with other teams to provide system integration; and
- Practical skills in the use of information technology systems including Microsoft Office applications and financial management systems.

Experience & Qualifications

- Demonstrated experience in human resource management, preferably in a commercial environment covering a broad range of corporate functions;
- At least 5 years' experience in developing organisational culture, preferably in a commercial environment;
- Previous experience in managing health and safety and/or industrial relations will be highly regarded;
- A degree in Human Resource Management, Organisational Development or similar;
- Post graduate qualification in organisational development, psychology employment law, health and safety is desirable;
- Unrestricted "C" class drivers' licence.