



Job Package

Human Resources Manager

Pathfinders Ltd

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Disability services and Out of Home Care services, including Foster Care. Services are located across the New England and North West Tablelands and Family Referral Services in the Mid North Coast Regions of NSW. Pathfinders' vision is that all children, young people and their families will have a home where they feel they belong, are free from abuse and neglect, are able to achieve their full potential and are supported by appropriate and timely community services.

Human Resources

This position is responsible for providing accurate and timely HR advice, support and consultancy services to approximately 200 staff of Pathfinders.

This is a generalist HR role which focuses providing HR support and advice to the managers, team leaders, supervisors and staff working in the various programs offered by Pathfinders in various locations.



Essential criteria

- A degree qualification in business, human resource management or equivalent
- Demonstrated knowledge and ability in developing and implementing generalist human resource programs and policy
- Demonstrate experience in the complete recruitment process
- Demonstrate experience with implementing a performance management system
- Well developed leadership, team building and management skills and relevant experience
- Demonstrate excellent analytical and communication skills
- Demonstrate interpersonal skills including negotiation and conflict resolution
- Sound knowledge of EEO, WH&S and confidentiality principles
- Possess a current Working with Children's check, Criminal History Check and current driver's licence.

Desirable criteria

- Knowledge and understanding of policies and issues relevant to the not-for-profit sector
- Knowledge and understanding of the SCHADS Award
- Experience in Workers Compensation and Return to work programs
- Experience in strategic planning
- Membership of the Australian Human Resource Institute or similar professional body

Enquiries

Application Enquiries – Beth Ford (02) 6771 1527 or 0407 176 035 or email: bethf@pathfinders.ngo

Position Enquiries – Jo Hall Senior Manager Program Development and Innovation email: JoanneH@pathfinders.ngo



Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants *MUST* follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR
3. Place application in an envelope marked "Confidential" and post to:

Human Resources
Pathfinders Ltd
P O Box 1052
ARMIDALE NSW 2350

Applications must be received by close of business Friday 20 October 2017

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

Position Description

Human Resources Manager

Position Title:	Human Resources Manager
Responsible to:	Senior Manager Corporate Services
Position Status:	Full Time
Salary:	Grade 6 Transitional arrangements
Hours:	76 hours a fortnight

Purpose of position

The Human Resources position is responsible for providing accurate and timely HR advice, support and consultancy services to approximately 200 staff across the varying programs offered by Pathfinders.

This is a generalist HR role which focused on providing HR support and advice to the managers, team leaders, supervisors and staff working in the various programs offered across a board geography of the New England/North West and Mid North Coast Regions.

Reporting relationship and accountabilities

The HR Manager will:

1. Be responsible to the Senior Manager of Corporate Services in Pathfinders
2. Implement strategies set by Pathfinders Policy and Procedures to achieve the goals of the organisation
3. Adhere to the Role Description for Human Resources and the Staff Code of Conduct
4. Provide HR advice and support where required by managers, team leaders and staff

Specific tasks and responsibilities

1. Provide leadership, direction and support to staff to ensure effective delivery of HR services
2. Develop, implement, review and improve HR plans to support the achievement of organisational goals
3. Review function, program and procedures regularly to determine the most appropriate systems and reporting mechanism to achieve effective and efficient delivery of administration services
4. Ensure all legislative and policy requirements in regard to HR functions
5. Management of the Workers Compensation and return to work programs
6. Examine trends in HR and recommend new or modifications to existing policies and plans
7. Provide strategic support and the day to day management of recruitment, selection and inductions.
8. Assist Managers and Team Leaders through the induction and probation processes for all new staff. Providing support and advice on candidates suitability to the position and satisfactory performance.
9. Provide strategic support to management for organisational structuring, job design and job evaluation
10. Co-ordinate the Performance Management system based on continuous improvement ensuring support to managers on conducting annual performance appraisals
11. Change Management support
12. Co-ordinate individual and organisational training plans
13. Negotiate Industrial Relations issues where required
14. Ensure the maintenance of the HR Data Management System
15. Other duties as directed

Professional Development

1. Pursue ongoing personal and professional development in order to enhance contribution to the organisation
2. Participate in the performance appraisal process



PATHFINDERS - VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS - MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

PATHFINDERS - VALUES

Belonging – We are a valued part of our communities and we help others to belong.

Mastery – We believe in and encourage others to reach their full potential.

Independence – We encourage individuals to think for themselves, to participate in the life of the community and be responsible for their actions.

Generosity – We give generously of ourselves.

PATHFINDERS PURPOSE

Pathfinders Ltd is a not-for-profit company limited by guarantee operating across the New England and North West Tablelands and Mid North Coast of New South Wales. Pathfinders operates a number of programs and services based on promoting youth and family welfare.

Pathfinders' programs and services include:

- Pathfinders National Aboriginal Birth Certificate Program
- Specialist Homelessness Services including our Women and Children's Refuge
- Support Your Path
- Aboriginal Transition to School Program
- Links to Learning
- Youth social, recreational and vocational centres and programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Refuge and supported accommodation services to young people
- Regional youth centre providing vocational skills development, education and accreditation
- Full-time residential support for young people in out-of-home-care
- Youth drop-in support centre



- Child protection and family referral services
- Provision of long-term residential out-of-home-care services and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Parenting and family strengthening workshops and information sessions
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families
- Field placements and training for local TAFE and University students seeking employment in human services

Pathfinders aims to improve the quality of life and well-being for each individual that comes in contact with one of its services, whilst also benefitting the larger communities it works within. Pathfinders is passionate about working towards ensuring every individual is given the right opportunities to become a valued and contributing member of our society.