

Position Description

Position title: HR Manager	
Business group: ASQ Group Pty Ltd	Department: Head Office
Reports to: Managing Director	Supervises: N/A

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of: ASQ Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria.

Position summary

Reporting to the Managing Director, the HR Manager (Human Resources Manager) is responsible for the industrial and employee relations of ASQ, reviewing and implementing HR policies and procedures and overseeing the effective and efficient management of our people, from recruitment to retention and including claims management. This is a leadership role which also provides coaching and mentoring to our Managers/Supervisors to effectively manage their respective employees.

Summary of key roles and responsibilities:

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Management of the Human Resources division
- Leadership and mentoring

Required attributes:

- Safety-conscious
- Fit for work, according to the position
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Strong decision making and problem-solving skills
- Strong leadership skills
- Strong work ethic
- Highly motivated with a positive attitude
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work under pressure and meet deadlines
- Strong literacy, numeracy and IT skills
- Strong attention to detail

Required experience, education and certifications:

- Bachelor's degree or equivalent in Human Resource Management
- Demonstrated experience within a Human Resources role
- Valid driver's licence

Key contacts

- Managing Director
- Operations Manager
- Site Managers/Supervisors
- Other ASQ management and employees

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The HR Manager is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with ASQ WHSE Management System (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)

2. Management of the Human Resources division

The HR Manager is responsible for providing support and advice to Managers/Supervisors and employees in relation to all HR matters.

Responsibilities include, but are not limited to:

- Ensuring adequate HR processes are in place and adhered to
- Reviewing and creating HR related policies and procedures
- Recruitment and retention of employees that align with our ASQ values
- Onboarding and offboarding (creating/reviewing position descriptions, advertising positions, screening applicants, arranging medicals, exiting process where required etc.)
- Performance management (assisting with Disciplinary meetings, Improvement Plans and Performance Reviews where required)
- Rewarding (understanding Awards and any changes to Awards, assisting sites in award interpretation, reviewing contracts, reviewing and analysing pay rates, including CPI and bonus structure planning/implementation where applicable)
- Succession planning (identifying critical positions and the employees to assume these positions and designing training plans accordingly)
- Training and development where required (arranging internal/external employee training, apprenticeship/traineeships, training analysis)
- Claims management (Workcover, Return to Work management, long term claims and court proceedings etc.)
- Attending Management Meetings as required
- Adhoc HR duties as assigned

3. Leadership and mentoring

The HR Manager forms parts of the Senior Management Team, actively participating in leadership discussions and planning and is also responsible for providing coaching and mentoring to our Managers/Supervisors to effectively manage their respective employees.

Responsibilities include, but are not limited to:

- Lead change management to achieve business goals
- Be proactive in bringing new ideas to Senior Management
- Coaching and mentoring of Managers/Supervisors to deliver and maintain a high-performance culture and environment for employees
- Providing adequate resources and development to empower Managers/Supervisors to effectively manage their respective employees