

Position Description

Position Title:	Human Resources Manager
Business Group:	ASQ Corporate Services Pty Ltd
Department:	Head Office
Reports to:	General Manager Corporate Services
Supervises:	Recruitment and HR Officer
Classification:	Award Free - Management

Company Overview

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.

Primary Purpose of the Position

Reporting to the General Manager Corporate Services, the HR 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.

Key Responsibilities

1. Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:

- Adhering to and ensuring compliance with ASQ policies, procedures and management systems.
- Promote a strong safety culture and ensure all operations comply with the company's environmental objectives.

2. Accountabilities:

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
- Supporting recruitment processes (including onboarding and offboarding) by advising and assisting the Recruitment HR Officer, classifying position descriptions and stepping in as needed to manage recruitment activities.
- Performance management (assisting with Disciplinary meetings, Improvement Plans and Performance Reviews where required)
- Reward and recognition (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)

- Serve on the WHSE Committee and act as Return-to-Work Coordinator, overseeing OHS compliance, workplace investigations, workers compensation, risk management, complex claims and health and safety initiatives.
- Manage claims, including WorkCover, return-to-work coordination, long-term claims and court proceedings.
- Attending Management Meetings as required
- Adhoc HR duties as assigned

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

3. Direction, management and autonomy

- Operate autonomously, applying sound judgement within approved policies, delegated authority and budgets to lead HR and WHSE outcomes across the business
- Supervise and support the Recruitment and HR Officer through workload coordination, technical guidance and capability development.
- Provide independent expert advice on HR, employee relations, industrial relations and WHSE matters to managers and supervisors across the business.
- Partner with operational leaders to implement people, safety and continuous improvement initiatives.

Key Selection Criteria

1. Proven senior-level HR leadership experience.
2. Minimum five years' operational HR experience.
3. Strong knowledge of Australian employment legislation, industrial relations and contemporary HR best practice.
4. At least five years' experience leading workplace investigations and managing employee relations matters.
5. Excellent leadership, communication and influencing skills.
6. Demonstrated ability to coach, mentor and develop team members.
7. Sound judgement and the ability to balance risk, relationships, fairness and outcomes.
8. Experience delivering change, projects and continuous improvement initiatives.
9. Experience using HRIS systems and supporting system improvements.
10. Willingness to travel to company sites as required.

Education, Certification and Licenses required:

11. Bachelor's degree or equivalent in Human Resource Management
12. Valid driver's license

Personal skills/ attributed required:

13. Safety-conscious
14. Fit for work, according to the position

15. Strong leadership skills and professional integrity.
16. Strong interpersonal and relationship-building skills.
17. Sound literacy, numeracy and technology skills.
18. Strong attention
19. Excellent organisational and time management skills.
20. Ability to manage competing priorities and meet deadlines.
21. Strong work ethic and commitment to continuous improvement.
22. Demonstrated ability to lead a team in a professional and collaborative manner
23. Excellent communication, stakeholder management, negotiation and influencing skills.
24. Strong problem-solving and decision-making skills.
25. Sound literacy, numeracy, IT skills.

Key contacts

- General Managers
- Other Managers and Supervisors
- ASQ workers

We acknowledge this information adequately describes the role, 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.