



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	Human Resources Manager
Reference Number	1.2.1
Department	Human Resources
Position Reports To	General Manager, Fulham Correctional Centre
Positions Reporting To This Role	Senior Human Resources Officer, Occupational Health & Safety Specialist, Return to Work Coordinator, Learning and Development Coordinator, ASO – Rosters and Payroll Officer.
Work Location And Travel	This position is located near Sale at the Fulham Correctional Centre , 110 Hopkins Road, Fulham, Victoria. Interstate travel may be required on occasions.
Operating Environment	Fulham is a 947 bed medium and minimum security correctional facility for remand and sentenced adult males. Fulham has a strong focus on transitional services and programs.
Position Summary	Provide leadership in the management of the human resources function for the Centre by engaging employees through skills development, participatory management and the provision of a safe work environment.

Key Accountabilities

Provide human resources and employee relations advice to the General Manager, Department Managers and employees.

Manage the performance metrics associated with the position.

Participate and contribute as a valuable member of the Centre's senior leadership team.

Manage the end-to-end recruitment processes for the Centre.

Manage the development and implementation of the annual training plan ensuring all employees have the appropriate training to effectively fulfill the requirements of their role and are provided with development opportunities that align with their individual career aspirations and current/future business requirements.

Facilitate effective and regular employee communication.

Manage the employee performance management process in accordance with Company policy.

Supervise the management of the occupational, health and safety requirements of the Centre, including employee wellbeing, injury management and workers' compensation (including but not limited to wage reimbursements and cost of claims) ensuring compliance with legislation and Company policy.

Supervise the effective management of the staff rostering system and payroll and the established associated processes.

Coordinate employee relations matters including the negotiations of Enterprise Agreements as they arise, ensuring a proactive and positive relationship is maintained with all employee stakeholders.

Management responsibility of systems applicable to the role.

Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

A minimum of seven to ten years' experience in human resources preferably in a service or facilities based environment.

Relevant supervisory and/or management experience in human resources.

Tertiary qualifications in human resource management or a related field.

Working knowledge of relevant legislation.

Relevant experience in the management of employee relations within a unionised environment.

Other Requirements of the Role

Ability to work within a correctional setting.

Valid and current full Australian driver's licence.

Satisfactory completion of a National Criminal History Check.

Ability to obtain and maintain a security clearance.

Work outside of ordinary business hours may be required on the odd occasion.

Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐