



JOB DESCRIPTION

Position Title: Human Resources Manager

Work Unit: Executive Management

Reports to: Human Resources Manager



Chief Executive Officer

Award & Classification: ACCHS Award Administrative Grade 7

Organisational Details:

Yura Yungi Medical Service Aboriginal Corporation (YYMS) is an Aboriginal community-controlled health service providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Halls Creek and surrounding communities.

Mission

To empower our community to take responsibility to safeguard their health & wellbeing from before birth to end of life.

Vision

Our health service is an innovative hub for excellence & leadership in Indigenous advancement through wellbeing, healing & health in every stage of the life course through culturally centred & holistic care.

Values

All our staff 'walk-the-talk' of: Respect, Integrity, Personal Responsibility, Teamwork, Stick-ability and Can-Do Attitude.

Position Summary:

This position is responsible for providing the management team and employees of the Yura Yungi Medical Service Aboriginal Corporation (YYMS) including the Menkawum Ngurra Frail Aged Hostel with flexible, timely and effective human resource advisory and strategic services to assist in achieving organisation's vision, sustaining the organisational values and meeting business objectives. This includes developing innovative initiatives to foster strong employee engagement, retention and fostering a positive team environment and workplace culture.

Reporting to the CEO, this is a senior leadership role working closely with other department Managers, this position will see you responsible for implementing the HR strategies for the organisation including monitoring compliance with relevant workplace legislation and policy and procedure, taking a lead role on



HR projects and facilitating the roll-out of strategic HR matters, providing advice on Industrial Relations and Employee Relations matters, oversight of induction and orientation framework, recruitment, workforce development as well as training and development programs for staff.

Duty Statement and Key Responsibilities:

Human Resource Advice and Management

- Provide consultancy and advisory services to management and employees on HR management issues together with the interpretation of relevant Acts, Regulations, Awards, Industrial Agreements and legislation relevant to HR and the provision of advice on contemporary HR matters.
- Where appropriate, provide information and advice on Human Resources Management issues to employees and ensure effective communication with all employees to maintain ethical and transparent working relationships.
- Coordinate regular meetings with allocated line managers and provide HR related support to their respective work units on workplace related issues.
- In consultation with the Chief Executive Officer, provide advice to management on organisation structural issues.
- Assist management in job design and workforce planning by providing advice on the development and review of job description forms and workforce continuity plans across the organisation.
- Facilitate organisational development activities to promote organisational effectiveness and workplace reform.
- Source and/or facilitate relevant training programs and information sessions for management and employees on a variety of human resource management issues.
- Manage and monitor HR compliance and undertake general HR administrative functions when required.
- Contribute to the development, implementation and evaluation of human resource policies, strategies, procedures and practices which are consistent with the objectives of the YYMS Strategic Plan and based on relevant legislation and contemporary HR management practices.
- Advise, support and coach managers in relation to employee management issues including performance management and disciplinary action.
- Assist management to develop and foster a high performing and committed workforce culture that is aligned to the strategic objectives of the organisation.
- Assist in monitoring and ensuring organisational legislative compliance in relation to workplace practices.
- Advise on HR/IR risk management and legal matters at both organisational level and for individual case management.
- Effectively manage challenging workplace issues to reach mutually acceptable outcomes.
- Participate in, contribute to and implement quality improvement ideas and principles particularly within the Human Resources area to ensure best practice is observed.



- Develop appropriate communications strategies and tools to ensure quality, timely and accurate communication between Management and employees and vice versa.
- Actively participate in promoting, and contributing to organisational development toward a best practice working environment.
- Measure, analyse and report HR metrics to the management team.
- Develop Human Resources policies and procedures in line with relevant employment legislation, and assist management and staff with implementation;
- Coordinate recruitment efforts, and staff induction and exit procedures
- Provide advice on remuneration, reward and recognition, pay progression matters, and more
- Collaborate with the management team in managing staff rosters
- Undertake HR project work as directed by the Executive Management Team.

Team Leadership and Management

Leadership, Direction & Support

- Effectively lead, support and direct employees within the work unit to achieve organisational objectives
- Develop and sustain staff commitment to the organisation's vision, values and policies.
- Supervise and conduct the performance appraisal of direct reports, including at the expiry of probation periods.
- Identify and address performance/behaviour issues of subordinates in an effective and timely manner.
- Be proactive in raising staffing issues with the Executive Management Team as required.
- Manage compliance with organisational policies and procedures and implement changes as required.
- Engage with employees regularly, disseminating information and providing effective feedback.
- Facilitate regular team meetings.
- Meet regularly with each direct report to discuss work activities, performance, areas of concern, professional development opportunities, mentoring, and career pathways
- Ensure that employees are allocated responsibilities appropriately as per their job descriptions.
- Ensure that JDFs are reviewed annually.
- Create, implement, monitor and maintain position/employee work-plans to meet project deliverables and organisational objectives.
- Identify employees that require support and assistance in fulfilling their responsibilities and arrange for the provision of support and assistance.

Performance Reviews & Professional Development

- Monitor and closely review individual and team progress and results.
- Hold frequent performance and professional development discussions including the completion of probation and performance reviews etc.
- Ensure that the professional development needs of employees are met and are consistent with organisational policy.



- Support and encourage employees to undertake professional development initiatives, including being aware of each employees' career goals and developing professional development plans as required.
- Promote continual quality improvement.

Performance Management

- Address performance/behaviour issues of subordinates in an effective and timely manner.
- Identify employees that may require performance management.
- Where necessary, performance manage employees to ensure compliance with policy and procedures.

Communication and Feedback

- Engage with employees regularly, disseminating information effectively and in a timely manner.
- Provide regular feedback including both positive and constructive feedback including both positive and constructive feedback in an appropriate manner.

Team Cohesion

- Promote a collaborative working environment for all employees.
- Create strong morale and spirit within the team, encouraging collaboration, team work and knowledge sharing.
- Develop and sustain employee engagement and commitment to the organisation's vision and objectives.

Grievance and Dispute Management

- Address conflicts and grievances appropriately and in a timely manner in line with organisational policies and procedures.

Workplace Health & Safety Management

- Promote and manage a safe and healthy work environment
- Facilitate activities that support staff mental health
- Facilitate activities and provide mentorship in preventing workplace violence and aggression
- Develop strategies in management of fatigue and prevention of staff burnout.

Reporting and Compliance

- Perform regular staff file audits including credentialing, probity checks, trainings, fairwork statements
- Submit monthly compliance report on trainings, credentialing, probity checks e.g. Police Check, Working With Children check, etc
- Participate in internal and external Audits
- Monthly HR Reporting
- Daily staff movement
- Prepare a draft of the staffing report to be used in the yearly Online Services Report

Systems Management

- Manage the organisation's HR Information System - Employment Hero.



- Manage the organisation's Learning Management System - AMSED and Safety Hub
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives by advocating the use of the Quality Management System (LogiQC) and engaging and supporting employees to contribute to the effectiveness of the QMS

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.

Organisational

- Promote and implement the philosophy, aim and objectives of YYMS
- Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values
- Adhere to all YYMS Policies and Procedures.
- Actively participate in the organisation's Quality Management System - LOGIQC.
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Actively participate in staff meeting and professional development activities.
- Actively participate in Performance Management and Review.
- Actively support a productive team approach to primary health care services provided by YYMS.
- Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of YYMS
- Other duties as required within the scope of your skills and experience if requested by management.

Workplace Health and Safety

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace.
- Follow all safety procedures and contribute to a safe work environment. Work in accordance with YYMS' WHS policy, the WHS Act, Regulations and Code of Practices.
- Identify and assist to reduce Work Health & Safety hazards and risks.
- Ensure WHS non-conformances or incidents/injuries are reported.
- Follow the reasonable direction of Work Health & Safety representatives.



Privacy / Confidentiality for staff

According to the YY Code of Conduct, all staff must protect the confidentiality of information acquired in the course of their work including any patient information. A staff member should not use or disclose any personal or sensitive information to any other person without specific authority to do so. You must comply with relevant privacy and information acts and regulation. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

| Key Result Area | Key Performance Indicators |
|---------------------------------|--|
| HR/IR Advisory Support | <ul style="list-style-type: none">• Timely and effective HR/IR advice and support to managers. |
| Workforce Development | <ul style="list-style-type: none">• Support improvements in the planning and management of the Aboriginal health workforce. |
| Staff Management | <ul style="list-style-type: none">• Staff within the work unit are effectively supported and managed to achieve departmental objectives.• Lead and facilitate regular team meetings (12 per annum).• Lead a minimum of 12 one-on-one meetings with direct reports per annum. |
| Quality Management System (QMS) | <ul style="list-style-type: none">• Ensure all tasks assigned to this position are completed within a six (6) week period. |



Selection Criteria:

Essential:

1. Tertiary qualifications in Human Resources Management or a related field.
2. At least five years' previous experience in Human Resources Management including provision of generalist human resource activities and knowledge and understanding of relevant standards, legislation, awards and Industrial Agreements together with policy and procedures
3. Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships and an ability to interact with management and employees at all levels of the organisation in the resolution of HR issues.
4. Well-developed organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload.
5. Demonstrated effectiveness in contributing to a team, including the capacity to review and improve workplace practices through consistent mentoring
6. Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality.
7. Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
8. Current knowledge of Equal Opportunity
9. Demonstrated commitment to the principles of Aboriginal Community Control and can demonstrate good knowledge of cultural safety principles and practices
10. Proven ability to communicate effectively and appropriately with ATSI people
11. Current National Police Clearance
12. Current WA 'C' Class driver's license or the equivalent

Desirable

- ✓ Experience working in an Aboriginal Community Controlled Health Organisation or an ATSI organisation
- ✓ A local Aboriginal or Torres Strait Islander person, with established connections to the region



YURA YUNGI
MEDICAL SERVICE
ABORIGINAL CORPORATION

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Name: Brenda Garstone

Position: Chief Executive Officer

Signed: _____

Date: ____/____/____

Name:

Signature:

Date Appointed to Position: