

Human Resources Manager

Salary

Voluntary

Hours

Flexible

Location

Flexible

Term

On-going

Reports to

CEO

Organisational profile

The Australian Breastfeeding Association (ABA) is a national organisation committed to the promotion and protection of breastfeeding. ABA was founded in 1964, and its membership mainly comprises women who are breastfeeding or have breastfed, as well as health professionals such as lactation consultants and midwives. ABA is a Registered Training Organisation, and with over 1000 trained volunteers, offers services to the public such as its 24-hour Breastfeeding Helpline, local support groups, and breastfeeding education classes. ABA also has a retail division - Mothers Direct.

Position objective

- provide expert HR advice to the Chief Executive Officer and other senior managers.
- work with other managers to ensure ABA's ability to attract, retain, develop and manage highly engaged and committed personnel.
- provide leadership in all HR matters and ensure they are cost-effective and aligned to the strategic and business plans.

Requirements of the position

Essential requirements

- Compliance with ABA's Workplace Health and Safety (WHS) policy
- Agreement in writing to abide by the ABA Code of Ethics

Skills and experience

- Tertiary qualifications in Human Resources or a related field
- Minimum 5 years' experience in a similar role.

- Knowledge and experience managing a broad range of HR issues including performance management, industrial relations, workforce planning, employee relations, strategic HR planning and change management.
- Extensive knowledge and evidence of application of contemporary HR practices and strategies, such as strategic workforce planning, performance management, employee relations, Equal Employment Opportunity, Diversity and organisational change and reviews.
- Proven ability to manage change in a complex work environment.
- Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of people both internal and external.
- Previous experience in the not-for-profit sector or an appreciation and understanding of community organisations.

Communication

- Senior Management team
- Branch Presidents
- ABA staff (paid and volunteer)

Key responsibilities

Human Resources

- Provide high level, timely and professional advice to senior managers and staff in relation to all HR matters, including current employment legislation and awards, employee relations, change management, HR planning, retention, performance management and organisational development
- Ensure a strong and up-to-date HR policy and procedure framework
- Ensure ABA meets all its legal HR obligations

Recruitment

- Coordinate the employment process in conjunction with relevant managers, including the development of position descriptions, recruitment, selection, contract development, induction, training and exit interviews.

Workplace Health and Safety

- Ensure a safe working environment, supported by relevant policies, procedures and resources
- Ensure all personnel are aware of their rights and responsibilities in relation to WHS
- Ensure ABA meets all legal WHS obligations

Internal Communications

- Oversee development and implementation of an internal communications strategy
- Oversee evaluation of internal communications channels.

Delegated authority

The Human Resources Manager has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual

Key performance indicators

- HR policy framework and procedures are current and reviewed on a regular basis.
- Recruitment processes are developed and documented.
- All legal HR requirements are met.
- All legal WHS requirements are met.
- Internal communications strategy is implemented.

Revision history

Revision	Date	Description of modifications
2	22 July 2015	Revised, Approved by CEO