**POSITION DESCRIPTION AND SELECTION CRITERIA**

**Position Title**  Human Resources Project Manager  
**Reporting To**  HR Manager  
**Level**  Level 8 (Fixed Term Contract - six months)  
**Location**  Alice Springs

**OBJECTIVES OF THE POSITION:**

This position operates under the direction of the Human Resources (HR) Manager and in accordance with Regional Council corporate plans and policies and relevant legislation.

The primary purpose is the review of all processes undertaken by the Human Resources Team and the development of new processes and procedures to enable efficient delivery of Human Resource services. In achieving this, the person will participate in day to day processes performed by the team and will support the HR Manager in the provision of high level operational and strategic HR Services to the Executive Management Team, Managers, Coordinators and Employees spread across Council’s ten Service Delivery Centres.

**DUTIES AND RESPONSIBILITIES:**

- Perform short and long term HR projects that review, benchmark, adapt and develop HR and Workplace Health and Safety (WH&S) processes and systems
- Provide assistance to the HR Team and coaching to managers and staff regarding specific projects
- Facilitate change management initiatives
- Implement and monitor human resource policies and procedures in a cross-cultural environment
- Document end to end recruitment, selection, placement and induction activities
- Contribute to the development and implementation of strategic and aligned training and development initiatives
- Other reasonable duties within one’s level as directed by the HR Manager from time to time, including assistance to the HR Team.

**SELECTION CRITERIA**

**Essential**

- A 3 year degree in Human Resources Management/Business Management or equivalent
• Thorough knowledge of Human Resources practices, procedures and systems
• Demonstrated project management experience relating to the review and development of Human Resources procedures and processes
• Demonstrated experience and ability to provide professional advice and to engage and work with staff and management at all levels and from different cultures across a broad spectrum of human resources issues
• Excellent written, analytical and verbal communication skills with the ability to influence and negotiate across all levels within the business
• Demonstrated ability to use coaching skills to influence adoption of good Human Resources procedures and practices
• Demonstrated ability to carry out multiple HR tasks and achieve set goals within the required time frame
• Competence in the use of Microsoft Office Software (or equivalent), with particular competencies in the use of HRIS programs.

Desirable:

• Experience in Local Government.

The HR Projects Manager will be expected to:

• Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language
• Drive a 4WD vehicle as required
• Have a reasonable level of fitness
• Hold a current drivers licence
• Hold a current first aid certificate or have the ability to obtain this qualification.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified as one where part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including in service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.
Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**
The salary is Level 8 (Salary $86,957.48 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**
Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**ANNUAL LEAVE**
Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**
Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

**PERSONAL/CARERS’ LEAVE**
A permanent full time employee accumulates Personal/Carers’ Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers’ Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee’s immediate family, or a member of the employee’s household, who requires care or support because of:
- A personal illness, or personal injury, affecting the member, or
- An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee’s household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:
- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers’ leave.

STUDY LEAVE
Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY
The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK
The ordinary hours of work will be 76 hours per fortnight.
A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council.

CEREMONIAL LEAVE
An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural leave does not accumulate from year to year.

PROBATION
This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES
The Regional Council’s relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the position holder resigns within the term of the contract position then a full refund of the amount will apply.