

<b>JOB TITLE</b>	HR Manager
<b>DATE</b>	04/11/2020
<b>REPORTS TO</b>	Operations Manager CEO

## JOB DESCRIPTION

**Purpose of role** To manage the locating, screening, recruiting and onboarding of new employees and establishing training and personal development programs to meet the needs of the organisation and its employees.

**Main duties and responsibilities**

Core objectives include:

- Coordinate the on boarding of new recruits for the company
- Determine suitable salaries and remunerations
- Provide necessary supports for payroll requirements
- Develop adequate induction and training program
- Support employees with opportunities for professional development
- Manage succession planning for all divisional areas
- Assist in performance management and review process of employees
- Work collaboratively with the Executive management Group on all matters and provide support and guidance when required.
- Ensure up to date knowledge of industry awards, current pay rates and industry trends.
- Bridging management and employee relations by addressing demands, grievances or other issues as they arise.
- Develop and monitor overall HR strategies, systems and procedures across the organisation
- Maintain training records for all divisional areas and track qualification renewals and reviews
- Assesses training needs to apply and monitor training programs in conjunction the quality the compliance team
- Ensure legal compliance throughout the human resources management.
- Institute a record keeping procedure that meets the audit requirements of funding Departments – in consultation with the Audit and Compliance manager

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other duties** Fulfil other duties as required by management and other department personnel as requested/required.

## PERSON SPECIFICATION

**Qualifications**

- Degree level (desirable) or, Formal qualifications in Human relations is well regarded or willing to gain.

- Experience**
  - 3-5 years of HR experience or equivalent role with the community services sector
- Knowledge**
  - Knowledge of the Huma Service / Community Sector and not for profit industry
- Skills & competencies**
  - **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
  - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
  - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
  - **Commerciality:** ability to apply knowledge in a practical, commercial manner.
  - **Teamwork:** willingness to assist and support others as required and get on with team members.
  - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
  - Professional approach.
  - Ability to work under pressure.
  - Organisational and time management skills.
  - Excellent attention to detail.
  - Confident manner.
  - Positive approach to change.
- Other**
  - It is a requirement that all staff will operate within the Vision, Mission and Values of Encompass Community Services Inc.
  - It is the responsibility of each individual to meet personal, divisional and organisational deadlines.
  - It is a requirement for all staff to undertake their roles in accordance with the compliance guidelines of their division/program and to actively participate in the maintenance of Encompass quality standards.
  - It is the responsibility of all staff members to understand and implement Encompass Community Services Inc. current policies and procedures.
  - It is expected of staff members that they create opportunities to connect clients of Encompass with the wider community in a setting which does not segregate. When planning programs ensure that opportunities are created for clients of Encompass to feel that they belong, be a valued participant and be missed if they are not there.
  - It is the responsibility of staff members to report any incidents of exclusion to their direct manager, coordinator or supervisor
  - It is the responsibility of all staff members to ensure the safety of children and to report all incidents of child abuse to Managers It is also the responsibility of all staff members to be familiar with the Child Safety Policy and Procedure.
  - It is a requirement of the role to be available for weekend shifts
  - Drivers Licence