carpentaria

Carpentaria Disability Services Ltd
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Carpentaria is a registered NDIS service provider

POSITION DESCRIPTION

PEOPLE AND LEARNING MANAGER

Level & Salary Range	SCHADS Level 7
Employment Type	Full-time
Reports to	Director Finance and Corporate Services

Purpose of the Position

A key member of the Corporate Services Directorate, and part of the Carpentaria Leadership Team, the person in this role will be responsible for leading a team of HR professionals in the delivery of contemporary HR processes and practices across the organisation. The person in this role will be required to understand emerging HR and WHS issues, develop and implement strategic, operational and HR reform initiatives that align with NDIS standards, the organisation's strategic goals and contribute to excellence in disability support services.

Tasks and Responsibilities

- Lead and support a highly engaged and motivated People & Learning team with clear accountabilities and expectations
- Provide high level advice, guidance and coaching to management on a range of workforce and employee relation matters
- Lead the development and implementation of HR practice throughout the employee lifecycle that positions Carpentaria as an employer of choice
- Investigate and resolve complex employee relations issues, complaints, and grievances
- Establish and maintain effective relationships with key stakeholders, including senior leaders, managers, and employees, to build credibility and ensure that People and Learning team is seen as a strategic partner
- Lead the management and renegotiation of the Carpentaria Enterprise Agreement
- Develop and implement programs and initiatives that promote employee engagement, diversity and inclusion, and health and well-being
- Develop, maintain and improve human resource systems, policy, procedures and best practice guidelines ensuring they are legislatively compliant
- Oversee the recruitment, contracting, induction and orientation of new staff and ensure that all staff meet and maintain essential employment requirements
- Develop and implement strategies to ensure an inclusive, diverse and engaged workforce
- Review, improve and implement updates to Carpentaria's learning and development framework focusing on a skilled workforce and to meet legislative and NDIS Practice Standards and registration requirements
- Oversee the Employment and Training program supporting people with disability to access training opportunities that lead to mainstream employment
- Chair the Workplace Health and Safety Committee, overseeing the implementation of the WHSMS and actively reviewing and remediating issues to reduce risk
- Contribute as a member of the Emergency Management team and play a key role in any potential crisis response
- Provide timely, accurate, and regular reports across the business as required

Essential Criteria

- Experience in the delivery and management of contemporary HR services at a senior level in a complex organisational environment with a geographically dispersed workforce
- Demonstrated leadership skills with the ability to work collaboratively within a multidisciplinary team and effectively negotiate, influence and maintain cooperative working relationships to meet required outcomes
- Comprehensive knowledge and understanding of contemporary workforce issues and trends, employment law principles, Workplace Health and Safety requirements and the legislative and regulatory frameworks which inform HR services in the disability sector
- Excellent written communication skills, with experience in the development of workforce related strategies, policies, processes, and procedures
- Highly developed analytical, conceptual, problem solving and research skills with a proven ability to provide innovative solutions to complex workforce issues
- Demonstrated capability to manage multiple competing priorities
- Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, and NT Drivers Licence

Preferred Criteria

- Tertiary qualification in Human Resources, Business Administration or similar
- Experience working in the disability or health sectors and understanding of the not-for-profit context
- Experience undertaking project work and change management activities

Values and Behaviours Required

Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.

Authorised by the CEO: _____ Date: 21/02/2024