



Position Description

Position Details

Position Title	Human Resources Manager
Position number	006
Department / Division	Corporate
Classification	Administration
Salary Range (Optional)	Based on Experience
Employment Type	Permanent / Full Time
Work Location	Darwin
Reports to	Business Manager
Reporting lines	HR and Payroll Administrator
Organisation link	https://redlily.org.au/

Primary Objective

HR Manager will coordinate the effective and efficient delivery of organisational HR services including employee relations, recruitment, learning and organisational development.

About The Team

This position is part of the Red Lily Health Board (RLHB) Corporate team in Darwin that supports primary health care delivery in West Arnhem communities. We are a small team of 11 working in the open office environment.

Position Responsibilities

HR Tasks

1. Design and develop initiatives and programs related to culture, employee engagement, learning and development, leadership, change management and talent management.
2. Develop and implement HR policies, procedures, and processes to ensure compliance with applicable laws, regulations, and best practices.
3. Provide leadership in developing and promoting a learning organisation focused on its people, the organisational culture and continuous improvement and learning initiatives.
4. Lead or participate in HR projects and initiatives, collaborating with cross-functional teams.
5. Coordinating training programs to enhance employee skills and knowledge and collaborate with managers to develop career development plans for employees.
6. Lead change management processes from assessments and communication plans to skill building across the organisation.
7. Provide coaching and guidance to Managers and Supervisors, supporting them to lift engagement and performance.

Organisational Responsibilities

1. Adhere to all organisational policies, procedures, standards and practices e.g., Information and records management, confidentiality.



2. Complete and participate in regular formal and informal performance feedback and improvement sessions.
3. Represent and promote Red Lily Health's vision values.
4. Act as a role model for staff and clients.
5. Other duties as required, consistent with skills and experience, as directed by the Line Manager.

Quality and Workplace Health and Safety

1. Support and participate in the development of continuous quality improvement activities within Red Lily Health.
2. Ensure your personal health and safety and that of others in the workplace.
3. Report all accidents, incidents, near misses and hazards immediately.

Selection Criteria

Essential

1. Diploma Level qualifications or Higher in Organisational Development, Human Resource Management, or a related discipline.
2. Minimum of 3 years / Or Extensive experience in a strategic organisational development role or generalist HR role.
3. Extensive knowledge of Human Resources best practice and theory, including recruitment, learning and development, employee, and industrial relations.
4. Extensive experience in leading and developing organisational development strategies and initiatives.
5. Experience in developing appropriate tools to measure and strengthen the health of an organisation.
6. Well-developed coaching and facilitation skills with strong communication, presentation, and customer service skills.
7. Knowledge of payroll processing regulatory requirements and processes.
8. Knowledge of Microsoft Office.
9. Organisational and time management skills.
10. High level of integrity, discretion and professionalism.
11. Willingness to travel by air and road to remote communities.
12. A satisfactorily Police check (through Safe NT website). A criminal history will not exclude an applicant from this position unless it is relevant to the role.
13. Current Working with Children's Card (OCHRE card) or ability to obtain.
14. Full rights to work in Australia.

Desirable

1. Experience in Employment Hero HR and Payroll software
2. Knowledge of Nursing Award, Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020.