

## **HUMAN RESOURCE MANAGER**

Plans, organises, directs, controls and coordinates the human resource and workplace relations activities within an organisation.

### Tasks Include:

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting other Managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- developing and implementing performance management systems to plan, appraise and improve individual and team performance
- representing the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment
- developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements
- overseeing the application of redundancy and other employee retrenchment policies
- monitoring employment costs and productivity levels
- may train and advise other Managers in personnel and workplace relations matters