



# REGIONAL ANANGU SERVICES ABORIGINAL CORPORATION

## INFORMATION PACK HUMAN RESOURCES MANAGER Alice Springs

*Please note that the contents of this information pack are provided to prospective applicants as a general overview of the position. The specific conditions of employment and role description may vary in any final offer of employment that may be provided.*

### 1. Advertisement

**POSITION TITLE:** Human Resources Manager  
**REPORTS TO:** General Manager  
**POSITION LOCATION:** Based in Alice Springs with travel to the APY Lands

#### Overview:-

Regional Anangu Services Aboriginal Corporation (RASAC) is an Anangu managed not-for-profit organisation which delivers a range of government and other services across the APY Lands in the far north west of South Australia.

RASAC is a progressive organisation with a strong growth record.

We are seeking to engage a Human Resources Manager who:

- has a contemporary approach towards human resources, and,
- is professional and cultivates a healthy work environment where everyone can grow, leading departments through employee relationships, retention, job design, performance management, recruitment, training & development, leadership pathways and fair work policies.

The HR manager plays a lead role in championing change and assisting managers in implementing the company's strategic plan, vision, core values, and desired culture.

### SELECTION CRITERIA

#### YOU have these skills:

- Superior communication skills.
- Social & team contributor.
- Cultural awareness.
- Attention to detail.
- Look and listen to understand.

#### WHAT - Experience and competency YOU have

Relevant Tertiary qualifications such as Human Resources (HR), Business Administration, Employment Law, Training and Assessment, or Work Health and Safety (WHS).

Demonstrated experience at a senior HR management level, across the key facets of the role including:

- Recruitment, selection and onboarding of new staff

- Employment agreements, and interpretation of Awards and other employment requirements
  - Performance management and disciplinary processes
  - Workers' compensation, including comprehensive claims/injury management
  - Staff training and development
  - Management, development and implementation of HR & WHS policies and procedures
- Experience working in an Aboriginal organisation is highly desirable

### **WHO we are looking for**

A professional who:

- is passionate about serving people and enhancing their individual and team potential to drive quality business outcomes
- has a contemporary approach toward strategic Human Resources
- has a commitment to RASAC's Strategic Vision, Mission Statement and Values focusing on improving the quality of life for Anangu on the APY Lands, and creating opportunities to improve sustainable outcomes for Anangu.

Full selection criteria and conditions are provided in the Information Package for the position.

### **How to apply**

All potential applicants should obtain the Information Package for this position and submit a written application addressing the selection criteria and include a current resume.

The Information Pack can be obtained by contacting RASAC:

- email [jobs@rasac.com.au](mailto:jobs@rasac.com.au) , or
  - phone (08) 8950 5400 or
  - you can download the pack from our website: [www.rasac.com.au](http://www.rasac.com.au)
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## 2. ROLE DESCRIPTION

**POSITION TITLE:** Human Resources Manager

**REPORTS TO:** General Manager

**POSITION LOCATION:** Based in Alice Springs with travel to the APY Lands

### OVERVIEW

The Human Resources Manager oversees a contemporary approach towards human resources management, cultivating a healthy work environment where everyone can grow, leading departments through employee relationships, retention, job design, and performance management. The HR Manager plays a leading role in championing change, assisting managers in implementing the company's strategic plan, vision, core values, and desired culture.

**Regional Anangu Services Aboriginal Corporation** ("RASAC") is an Anangu-run organisation that supports the empowerment of all Anangu. The organisation is incorporated under the Commonwealth *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

RASAC provides Community Development Programme (CDP) in conjunction with Municipal Services, Community Patrols, Homelands Essential Services, mechanical workshop services and other services (eg airport reporting and maintenance) across the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in north-west South Australia. RASAC also has capacity in road maintenance, minor civil works and repairs and maintenance works.

RASAC employs over 100 staff across operations, administration and management. An administration and finance office is maintained in Alice Springs.

The principal funding of the organisation is provided by the National Indigenous Australians Agency (NIAA) for the provision of the Community Development Programme (CDP), Municipal Services (MUNS), Community Patrols, and Homelands services to various communities and homelands on the Land.

### POSITION OBJECTIVE

Reporting to the General Manager, the Human Resources Manager will lead and deliver the Human Resources (HR) & Work Health and Safety (WHS) functions for the organisation, including HR & WHS strategies and initiatives aligned with business strategic plans, such as recruitment and selection, employment agreements, performance management, worker's compensation, staff training and development, HR & WHS data and reporting, development and implementation of HR policies and practices and other related position responsibilities such as APY Permits and security clearances. The position will also assist with the development of new and current programs and services delivered by RASAC and oversee the roles of HR Coordinator and WHS Coordinator.

## **SELECTION CRITERIA – WHO WE ARE LOOKING FOR**

### **Personal Qualities**

- Commitment to RASAC Strategic Vision, Mission Statement and Values
- Strong people skills
- To look and listen to understand
- Cross cultural awareness
- Positive leadership style
- Team builder
- Attention to detail.
- Superior communication skills
- Passionate about serving people and enhancing their individual and team potential to drive quality business outcomes
- Contemporary approach toward strategic Human Resources.
- Recognition that profitability is fundamental to our future business success.
- Commitment to consistency and attention to detail.

### **Qualifications, Experience and Competency**

- Tertiary Qualifications such as Human Resources (HR), Business Administration, Employment Law, Training and Assessment, or Work Health and Safety (WHS).
- Demonstrated experience at a senior management level, across key facets of the role including:
  - Recruitment, selection and onboarding of new staff
  - Employment agreements, and interpretation of Awards and other employment requirements
  - Performance management, including probation reviews, performance assessments and disciplinary processes
  - Workers' compensation, including comprehensive claims/injury management
  - Staff training and development, including the development of training plans and resources, and working effectively with training organisations
  - Management, development and implementation of HR & WHS policies and procedures
  - HR & WHS data management and reporting;
- Ability to turn strategic plans into operational activities.
- Budget management experience
- Team management and development experience
- Experience overseeing WHS systems implementation
- Experience working in an Aboriginal organisation is highly desirable
- Experience in preparing submissions and reports to government funding agencies is highly desirable.
- Willingness and ability to travel and work in remote communities, to support the organisation's operations and teams across the APY Lands, including overnight stays when required.
- Ability to drive a 4WD vehicle on unsealed roads.

- Willingness and ability to obtain a First Aid qualification and a SA Working with Children Clearance.
- Ability to meet deadlines in a dynamic work environment
- Flexible, reliable, and responsive to a range of work situations
- Good written and verbal communication skills
- Strong understanding of Awards and Industrial Relations legislation
- Excellent problem-solving, conflict resolution and mediation skills.
- Demonstrated ability to work under pressure and meet deadlines

## **KEY RESPONSIBILITIES**

- Uphold and maintain RASAC Strategic Vision, Mission Statement and Values.
- Oversee the development and implementation of culturally appropriate strategies to support Anangu workforce development, employment and training.
- Manages the development and implementation of HR & WHS systems, processes, policies and procedures to ensure consistent application across the business and integrated outcomes.
- Manage staff employment agreements including drafting agreements, reviewing terms and conditions of employment in line with relevant Awards &/or legislative requirements.
- Oversee the organisation's disciplinary and performance management processes, including probation reviews, investigations, mediation, employee complaints and grievances processes and staff disciplinary matters.
- Manage the organisation's workers' compensation claims, including supporting injured workers, liaising with SA Return to Work, submitting claims, and overseeing related administrative tasks.
- Oversee the organisation's staff training and development, including developing training plans for essential job skills and requirements, building strong partnerships with training providers, creating in-house training resources, and continuing the organisation's Anangu workforce development strategies.
- Oversee the work of the Work Health and Safety (WHS) Coordinator to ensure that the organisation's WHS responsibilities are met and that WHS policies and procedures are developed and implemented.
- Manage the organisation's HR & WHS data and reporting requirements to required timelines, including maintaining employee statistics.
- Provide support to RASAC programs delivery, including assisting with program design, funding applications, program development and reporting as needed.
- Ensure HR operational risks are identified, reported and minimised
- Manage HR & WHS records, information, and databases within RASAC data platforms.
- Oversee other position-related responsibilities, such as APY Permits and security clearances.
- Stay informed about relevant legislation and regulations, and provide recommendations for compliance.
- Provide training, advice and support to RASAC department managers and supervisors to support delivery of integrated, site-based operational HR & WHS services,.
- Lead and develop the HR and WHS team to ensure they have the required skills, and knowledge to provide high-quality, consistent HR advice and services.
- Develop the annual HR training budget and manage costs, expenditures and reporting.

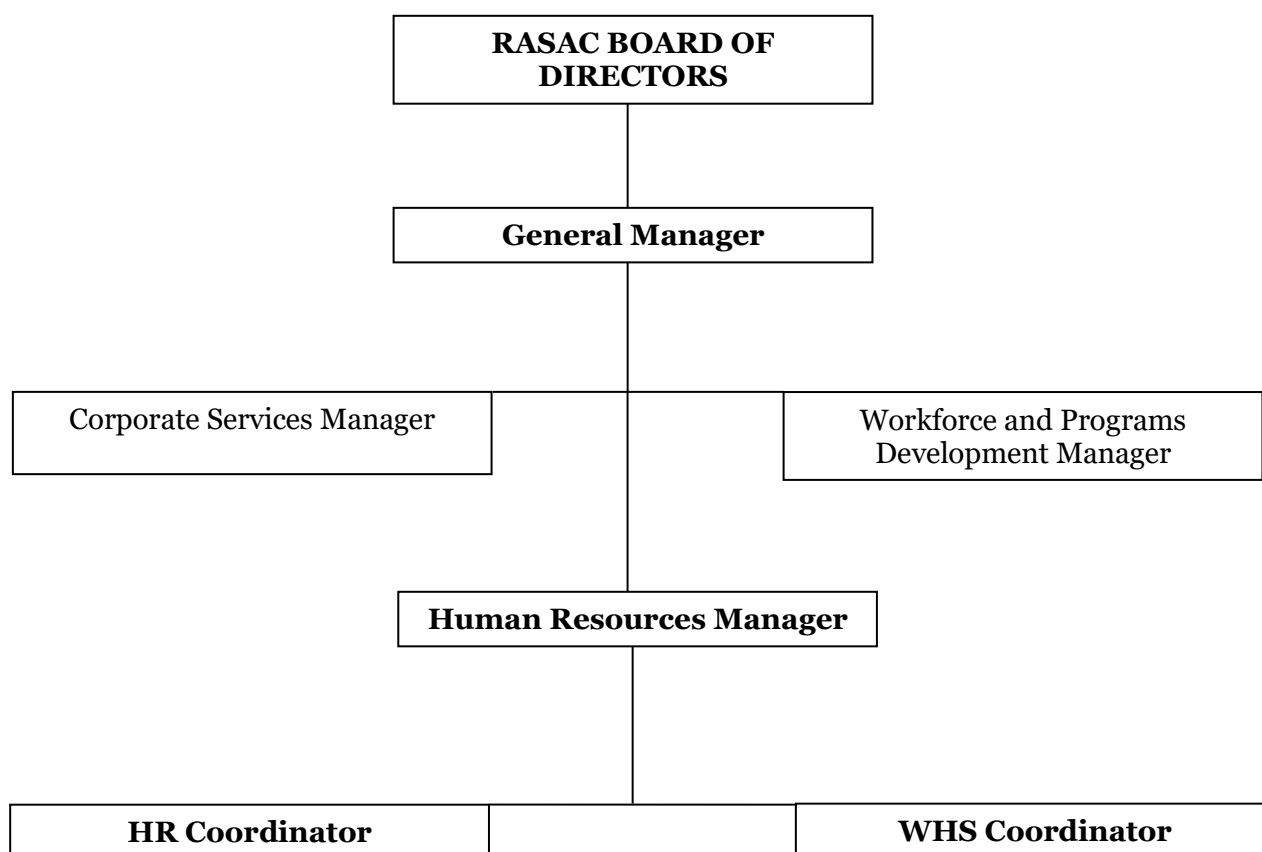
### 3. WHAT WE OFFER YOU- SALARY AND CONDITIONS

A competitive salary package - \$110,000 – \$140,000 negotiable based on candidate qualifications and Experience

- Superannuation at the relevant Super Guarantee (SG) current rate 11.5%
- 6 weeks Annual Leave
- Relocation Assistance
- Generous Not For Profit Salary packaging

*Due to the organisation's tax exempt status with the ATO, very attractive tax free salary packaging of a portion (the current cap is \$15,900 per FBT year) of the cash component of the salary is available within the limits of our fringe benefits tax exemption and in accordance with the arrangements with our salary packing provider, Eziway. The cap is subject to changes by the ATO. Further details can be accessed via the Eziway website: [www.eziway.net.au](http://www.eziway.net.au).*

### 4. ORGANISATION STRUCTURE



## 5. RASAC VISION, MISSION, VALUES



### **VISION**

*Improve the quality of life for Anangu on the APY Lands, and create opportunities to improve sustainable outcomes for Anangu*

### **MISSION**

*RASAC delivers quality services to local Anangu communities, building on and contributing to the strength of local Anangu culture*

### **VALUES**

- *Understanding Anangu culture and beliefs*
- *Our people are our strength*
- *One team working together*
- *Pride in our work*
- *Integrity*
- *Open and honest communication*

## 6. OTHER INFORMATION

This position will be based in RASAC's Administrative Head Office in Alice Springs with travel to the APY Lands required as needed to support service delivery. The APY Lands are located in the far north western corner of South Australia.

Details of the APY Lands and the communities within these Lands, can be obtained from the following websites:- [www.anangu.com.au](http://www.anangu.com.au).

A map of the APY Lands is provided below.

Further details on RASAC can be accessed at the RASAC website [www.rasac.com.au](http://www.rasac.com.au).

