



**THE MYUMA GROUP**  
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# Position Description

SF-03-  
Ver. 01: XX/XX/2013

<b>Name of employee</b>	
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<b>Position title</b>	Human Resources Manager		
<b>Department</b>			
<b>Reporting to</b>	General Manager	<b>Name of incumbent</b>	
<b>Positions that report directly to this role (Titles)</b>	Human Resources Department		
<b>Award</b>		<b>Level</b>	
<b>Roster</b>	5 days on 2 days off	<b>Hours</b>	8 hours per day

## THE MYUMA GROUP

The Myuma Group is a group of non-profit corporations owned by the Indjalandji-Dhidhanu People – the traditional Aboriginal landowners of the upper Georgina River region in far north-west Queensland.

## OUR VISION

*The Myuma Group's vision is to sustain people and country through Aboriginal enterprise*

## OUR VALUES

<b>Leadership</b>	We are led by strong traditional owners with a united approach to the future. However, every member of our team is a leader. We encourage all our people to step up to their role as leaders in all aspects of their lives.
<b>Respect</b>	Respect for country and Aboriginal law is our foundation. Respect for ourselves and for each other is also central to us. Our people bring many skills and diverse backgrounds and we are enriched by their contributions. We know that everyone has something of value to offer and our job is to provide the right environment to allow individuals to flourish.
<b>Sustainability</b>	The health of our country and our enterprises is vital to our success. We use our resources in the most efficient way, sustaining our country, business and the life of our people.
<b>Collaboration</b>	We achieve our goals by working together with integrity. We reach outside of ourselves to collaborate with others, to bring new opportunities for our people to grow and prosper.
<b>Creativity</b>	The initiative and creativity that is shown by our traditional owner inspires us to develop our enterprises in innovative ways.



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## PART A: ROLE SPECIFICATION

### **Purpose of the Role:**

The Human Resource Manager is responsible for the development and implementation of effective human resources frameworks, policies and procedures that ensure the Myuma Groups' ability to attract, retain, develop and manage a highly engaged and committed work force through the provision of systematic, coordinated services across each Company. Reporting to the General Manager, the Human Resource Manager position is to provide leadership and management of the HR Department ensuring services are cost effective and aligned to the organisation's strategic business plans.

### **Key Responsibilities/Accountabilities (including but not limited to):**

#### **Human Resources**

Lead human resource management and industrial relations, (including organisational development, employment services, performance management, and other related human resource projects) ensuring the various business units are legislatively compliant.

#### **Recruitment, Contracts**

Management responsibility for the employment function and its operations which includes leadership into the development of policies, procedures, quality instruction, training and forms, recruitment, selection and induction process and exit interviews

#### **Employee Relations**

Development of all employment contracts in accordance with relevant awards and legislation. Provide advice and support to Department Managers on relevant policies, how to conduct counselling / interviews, addressing grievance disputes within framework, working within specific timeframes, resolution of ER issues, discipline, counselling and termination with consultation of Department Managers and the General Manager

#### **Learning & Development**

In conjunction with the General Manager, Training Manager and Departmental Managers to ensure all training and professional development within the organisation is strategically linked to organisational needs and aligned to performance reviews and business planning processes

Provide support and mentoring to Departmental Managers in the area of people management.

#### **Equal Employment Opportunity**

Be the liaison or contact point for internal and external clients of the Myuma Group and provide advice and guidance concerning any investigation of EEO related complaints.

Ensure education, promotion and awareness of EEO in the workplace is maintained.



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## Managing People

Lead the development and application of HR policies and procedures to ensure they are legislatively compliant and reflective of current best practice models where applicable

## Occupational Health and Safety

It is the responsibility of The Myuma Group management to know, understand and apply the requirements of the Workplace Health and Safety Act (2011)

## Organisational chart extract:





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## PART B: PERSON SPECIFICATION

<b>Formal qualifications and training:</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Industrial Law, Human Resource Management and/or Business Management</li><li>• 5 years plus experience in a similar position</li></ul>
<b>Personal skills and attributes:</b>	<ul style="list-style-type: none"><li>• Extensive demonstrated experience in the management of diverse human resources</li><li>• Demonstrated experience in strategic Human Resource Management</li><li>• Comprehensive understanding of the legal, political and industrial relations framework in which the organisation's human resource services operate in</li><li>• Ability to liaise, mediate and negotiate with all levels of staff and employer associations, employee representatives such as union officials, legal practitioners and other stakeholders</li><li>• Demonstrated experience in day to day supervision of people and ability to lead a diverse team</li><li>• Effective communication skills</li><li>• Well-developed written and reporting skills</li><li>• Sound and accurate judgment, treats people with respect, works ethically and with integrity, respects confidentiality, and approaches others in a diplomatic and tactful manner</li></ul>
<b>Analytical, Business Planning &amp; Budgeting</b>	<ul style="list-style-type: none"><li>• High level analytical skills and familiarity and experience in business planning and managing budgeting processes</li></ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"><li>• Proficient use of computer and Microsoft Word product suits</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• The position is based in Mount Isa, however out-of-hours attendance at meetings/functions etc. may be periodically required.</li></ul>
<b>Pre-requisite</b>	<ul style="list-style-type: none"><li>• Current Queensland Drivers Licence</li></ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in providing timely and accurate advice to employees in relation to human resource practices and procedures, including the application of the Enterprise Agreement and/or the interpretation of applicable Awards and associated policies.</li><li>• High level of organisational and time management skills with the ability to establish priorities to meet conflicting deadlines with minimal supervision and the ability to manage projects within a HR team.</li><li>• Demonstrated experience in all aspects of recruitment and an excellent understanding of the recruitment practices with demonstrated knowledge of relevant policies and associated legislations relating to employment conditions.</li></ul>



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	<ul style="list-style-type: none"> <li>• Sound written and verbal communication and interpersonal skills, including the ability to communicate confidently and clearly with a wide range of stakeholders on such issues as payroll queries, HR reporting, workplace health and safety and performance management.</li> <li>• Demonstrated ability to undertake research in best practice human resources to directly contribute to the development and implementation of human resource policies projects or programs.</li> </ul>
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## PART C: EXPECTATIONS FOR PERFORMANCE

<p><b>Our Vision and Values</b></p> <p><i>"Myuma" means "do good" in the language of the Indjalandji-Dhidhanu people. In all of our operations we adopt values that allow us to respect our traditions, advance our people and care for our country.</i></p>	<ul style="list-style-type: none"> <li>• Acts in a manner consistent with the Myuma Group's vision and values</li> <li>• Acts on Myuma Group values even when it is hard to do</li> <li>• Creates an environment that nurtures integrity in others and the achievement of the Myuma Group's vision and values</li> </ul>
<p><b>Leadership</b></p> <p><i>We are led by strong traditional owners with a united approach to the future. However, every member of our team is a leader. We encourage all of our people to step up to their role as leaders in all aspects of their lives.</i></p>	<ul style="list-style-type: none"> <li>• Provides clarity of purpose to employees which enables the team to function effectively</li> <li>• Engages and empowers the team</li> <li>• Sets monthly goal for employees and mentors them to work towards those goals</li> <li>• Encourages employees to participate in job planning</li> <li>• Develops strong succession plans for employees</li> </ul>
<p><b>Respect</b></p> <p><i>Respect for country and Aboriginal law is our foundation. Respect for ourselves and for each other is also central to us. Our people bring many skills from diverse backgrounds and we are enriched by their contributions. We know that everyone has something of value to offer and our job is to provide that right environment to all individuals to flourish.</i></p>	<ul style="list-style-type: none"> <li>• Treats employees fairly, objectively and ensures freedom from discrimination, harassment and bullying</li> <li>• Shows respect for employees and clients by dealing with them fairly and courteously and by respecting their rights as employees/clients and members of our community</li> <li>• Respectful of relationships in the workplace (up, down and across the organisation)</li> <li>• Ensures an employee has the freedom to make mistakes as part of a learning process rather than being blamed</li> <li>• Promotes good manners between colleagues (eg, common courtesy, including saying 'hello' to colleagues).</li> </ul>
<p><b>Sustainability</b></p> <p><i>The health of our country and enterprises is vital to our success. We use our resources in the most efficient way, sustaining our country, business and life of our people</i></p>	<ul style="list-style-type: none"> <li>• Understands the importance of the commercial success of the Myuma Group</li> <li>• Understands the local area and actively seeks to foster local business opportunities</li> <li>• Promotes opportunities for local people (eg local employment, local Indigenous companies)</li> <li>• Creates new commercial opportunities for the Myuma Group</li> </ul>



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<p><b>Collaboration</b></p> <p><i>We achieve our goals by working together with integrity. We reach outside of ourselves to collaborate with others, to bring new opportunities for our people to grow and prosper</i></p>	<ul style="list-style-type: none"> <li>• Works effectively as part of the Myuma Group team, to join together to meet challenges and take advantage of opportunities at a collective level (rather than being focused on individual achievement and/or competition)</li> <li>• Seeks guidance from other members of the Myuma Group on ways to grow the organisation</li> <li>• Becomes involved in local business and/or stakeholder groups to understand the business opportunities in the area</li> <li>• Understands and become a part of our community</li> </ul>
<p><b>Creativity</b></p> <p><i>The Initiative and creativity that is shown by our traditional owners inspires us to develop our enterprises in innovative ways.</i></p>	<ul style="list-style-type: none"> <li>• Communicates a compelling vision and sense of purpose, to support innovation and reward initiative</li> <li>• Display a level of divergent thinking (the ability to come up with many and/or innovative solutions)</li> </ul>
<p><b>Our Working Culture</b></p> <p><i>To realise our vision and honour our values, we work as a team to achieve outcome that are best for the Myuma Group as a whole.</i></p>	<ul style="list-style-type: none"> <li>• Works to achieve outcomes that are best for the Myuma Group as a whole, and that embody the principles of our working culture</li> <li>• Happy to work as part of a team (not just as a solo player)</li> </ul>
<p><b>Interdependence</b></p> <p><i>Our enterprises are integrated to support each other in times of need. Working together, they create an economy of scale that allows us all to enjoy services that would otherwise not be available in or remote location.</i></p>	<ul style="list-style-type: none"> <li>• Shows understanding of and respect for the interdependencies and relationships that are internal to the Myuma Group</li> <li>• Cooperates with work colleges and employees</li> <li>• Seeks input from members of other work units within the Myuma Group</li> <li>• Builds a collaborative environment</li> </ul>
<p><b>Solidarity</b></p> <p><i>Through our efforts, we all win or we all lose. All of our decisions are made on a "best for Myuma Group" basis</i></p>	<ul style="list-style-type: none"> <li>• Involves employees and builds solidarity within their team</li> <li>• Consistently acts on a "best for Myuma Group" basis</li> </ul>
<p><b>Shared Responsibility</b></p> <p><i>All opinions are valid, but once a decision is taken, we all support and share responsibility for our collective actions.</i></p>	<ul style="list-style-type: none"> <li>• Shares the Myuma Group's vision, values and working culture principles with employees</li> <li>• Respects and implements decisions that have been adopted by Myuma Group leadership</li> <li>• Participates in the coordination of activities across Myuma Group working units</li> <li>• Mentors employees to understand that no individual is responsible for the Myuma Group's success – this is a shared responsibility of all employees</li> </ul>
<p><b>Open Communication</b></p> <p><i>We encourage honesty in our discussions by respecting individual beliefs, ideas and situations. Whilst being frank in our conversations</i></p>	<ul style="list-style-type: none"> <li>• Communicates based on objective information (facts, logic rather than subjective emotions)</li> <li>• Tailors approach to the audience or situation</li> <li>• Influences others using appropriate communication strategies</li> </ul>



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<b>Responsiveness</b> <i>We survive by taking advantage of new opportunities and adapting quickly to ever changing environment. To do this, we adopt responsive procedures that meet the unique requirements of and context for our operations</i>	<ul style="list-style-type: none"><li>• Accepts and understands change, helps employees manage change</li><li>• Adapts to changing work practices</li><li>• Advocates for change for the betterment of the Myuma Group</li><li>• Prepares the ground for change</li></ul>
<b>Excellence</b> <i>We strive to achieve excellence in all our endeavours. Our goal is to set new standards for what is possible in the industries in which we operate.</i>	<ul style="list-style-type: none"><li>• Promotes excellence in all work endeavours</li><li>• Sets high expectations for employee and team performance</li><li>• Actively participates in setting and monitoring performance against best practice benchmarks</li></ul>
<b>Care</b> <i>By Aboriginal law, we are strictly responsible for the well-being of people and country affected by our operations. We never compromise the safety of our people or the health of our country by the actions that we take..</i>	<ul style="list-style-type: none"><li>• Respects and promotes a culture that values the safety of individuals and avoidance of environmental harm</li><li>• Shows genuine interest in others by listening and taking action when needed in response to conversations</li><li>• Understands and anticipates others' needs</li><li>• Develops a deep understanding of others, looks after and looks out for our workmates</li></ul>

## PART D: ON-SITE TRAINING REQUIREMENTS

- General Site Induction ( Mount Isa and Camooweal)
- Safety Induction

## AGREEMENT

I hereby acknowledge that:

- I have read and understood my position description
- I understand that my duties may be varied from time to time to allow my employer to respond to changing business and operational needs.
- I must carry out all lawful directions given to me by my employer.

<b>Employee signature:</b>	
<b>Manager / HR signature:</b>	
<b>Date:</b>	