



SA LOTTERIES

HUMAN RESOURCES MANAGER

JOB & PERSON SPECIFICATION

JANUARY 2010



JOB SPECIFICATION

POSITION: HUMAN RESOURCES MANAGER
DIVISION: GENERAL ADMINISTRATION
DEPARTMENT: GH – ADMINISTRATION, HUMAN RESOURCES
POSITION CODE: HRMGR
ASCO CODE: 1213
ANZSCO CODE: 1323

1. ORGANISATION

REPORTS TO: CHIEF EXECUTIVE

DIRECT REPORTS: HUMAN RESOURCES CO-ORDINATOR
PAYROLL OFFICER

REPORTING RELATIONSHIPS

COMMISSION



CHIEF EXECUTIVE



HUMAN RESOURCES MANAGER

Other officers reporting directly to the Chief Executive:

- General Manager – Marketing and Sales
- General Manager – Information and Communication Technology
- General Manager – Financial & Corporate Services
- General Manager – Legal & Risk Management/Company Secretary
- Administration Manager

2. POSITION SUMMARY

The Human Resources Manager is accountable to the Chief Executive for the management of the Human Resource function and the delivery of value added human resource solutions.

The Human Resources Manager is responsible for developing and implementing human resource strategies that support business objectives and managing and administering the full range of human resource activities including industrial and employee relations; recruitment / selection / induction; remuneration and benefits; superannuation; training and development; workforce planning; performance management; occupational health, safety and welfare and policy development.



JOB SPECIFICATION

3. **PRINCIPAL RESPONSIBILITIES**

Industrial / Employee Relations

Develop SA Lotteries' Enterprise Agreement ensuring alignment with SA Lotteries' strategic direction and Government policy.

Lead the management team in conducting negotiations for SA Lotteries' Enterprise Agreement with employees and relevant associations.

Contribute towards achieving industrial harmony by maintaining open dialogue with union and employees to prevent issues arising or escalating.

Assist the Executive and Management in ensuring compliance with relevant industrial relations legislation and provide advice and support on staffing issues including performance issues and conflict resolution.

Recruitment/Selection/Induction

Determine the recruitment strategy when positions become vacant and manage recruitment, selection and induction activities in accordance with relevant legislation and policy.

Remuneration and Benefits / HRMS

Manage the payroll function ensuring quality payroll services are provided :-

- in accordance with legislative requirements, the South Australian Public Sector Interim Award and the Lotteries Commission of South Australia Enterprise Agreement;
- that meet audit requirements.

Recommend appropriate salary classifications for all non Executive positions based on current market rate and Award classification structure guidelines.

Assist the Executive Remuneration Review Committee by co-ordinating the evaluation of Executive positions through Mercer.

Ensure effective use of the CHRIS HRM system by constantly reviewing practices and analysing recommended changes that lead to enhanced service delivery and more efficient use of the system.



JOB SPECIFICATION

Superannuation

Responsible for liaison on all issues regarding superannuation.

Ensure all obligations of the Lotteries Commission of South Australia under Superannuation Guarantee Administration Act 1992 (SGAA) are met.

Employer Representative on the Lotteries Commission of South Australia Superannuation Plan Policy Committee.

Ensure all contributions are paid to the Plan in accordance with the SGAA.

Workforce Planning

Ensure a workforce with the appropriate skills and capabilities to meet SA Lotteries' objectives and implement strategies to address these requirements. This includes skills profiling, workforce analysis and career and succession planning.

Provide advice and support to Executive and Management on review, development and implementation of structural changes including highlighting areas for improvement.

Training and Development

Develop, maintain and monitor the Training and Development Plan.

Ensure provisions under the Human Resources training budget are adequate, cost effective training and development options are explored and training and development undertaken is linked to business objectives and the performance management framework.

Manage all activities associated with SA Lotteries' Leadership Development Program which supports the development of high potential employees.

Performance Management

Manage the corporate-wide Performance Management program.

Occupational Health Safety and Welfare

Develop OHS&W policies, guidelines and procedures in accordance with relevant legislation and regulations and actively promote awareness of safe work practices and occupational health safety and welfare programs.

Oversee administration of workers compensation claims and liaise with Claims Agent on workers compensation matters including employee rehabilitation and return to work strategies.

Delegated SA Lotteries' Rehabilitation and Return to Work Co-ordinator.



JOB SPECIFICATION

Policy Development

Formulate and implement relevant corporate Human Resource and departmental Human Resource policies, guidelines and procedures ensuring compliance with relevant legislation, Awards, SA Lotteries' Enterprise Agreement and Government policy.

Budgeting

Prepare the Human Resource Departmental budget and manage expenditure ensuring actual costs are within budget.

Ethics

Embrace and communicate the behaviours and values that are the basis of the ethical framework and manage incidents on breaches of ethical standards as appropriate.

Member of SA Lotteries' Ethics and Culture Committee. Recommends and implements strategies and ensures the preparation of the agenda and the minutes of the meetings.

General

Manage the capture of workforce information for reporting purposes.

Continuously review operating practices with the aim to maximise efficiency and identify and implement cost saving initiatives.

Delegated Officer – Whistleblowers Protection Act 1993.

Maintain the Disability Service Action Plan.

Oversee leave management activities.

Security

Responsible for identifying and reporting any security incidents and any improvements that are identified with respect to the Information Security process.

Compliance

Commitment to effective compliance within SA Lotteries.

Compliance with the requirements of relevant laws, regulations, codes and organisational standards.



JOB SPECIFICATION

Human Resources

Provides advice, shares information and knowledge to develop capability in others to improve performance to meet job objectives and sustain morale. Fosters a climate, and displays commitment to, mentoring and coaching of others. Promotes a culture where regular and constructive feedback is the 'norm'.

Ensures that staff are supervised according to the Commission's policies, procedures and legislative requirements in all areas of human resources management including: performance development; staff training and career development; industrial relations; occupational health, safety and welfare; rehabilitation; recruitment and selection; and equal employment opportunity.

General

May be required to relieve in other positions and undertake other duties from time to time.

4. FREEDOM OF ACTION

Within the Commission approved delegated management operating and financial/expenditure authorities.

Within approved policies and procedures.

5. WORKING CONDITIONS

Some out of normal hours work may be required.



PERSON SPECIFICATION

Educational/Vocational Qualifications

Tertiary qualifications in human resources related discipline.

Experience/Ability

- Demonstrated understanding of the rights and obligations of an employer in the management of human resources;
- Management experience at senior level in major HR activities;
- Experience in strategic and operational organisational development;
- Experience in project management;
- Experience in supporting line managers in people management strategies;
- Experience in budget formulation;
- Ability to coordinate and manage simultaneously a range of activities;
- Ability to influence through negotiation to achieve desired objectives.

Knowledge

- Demonstrated knowledge, understanding and application of current and emerging HR management trends and issues;
- Knowledge of industrial and employee relations legislation.

Contacts

Internal: Up to and including Executive.

External: Department of Premier and Cabinet - Public Sector Workforce Relations, WorkCover Claims Agent, Recruitment agencies, Superannuation Fund Managers, Member and Employee associations.



PERSON SPECIFICATION

Distinguishing Capabilities

- Commitment to VMV – Supports VMV;
- Lives the Values – Fosters understanding of, and commitment to SA Lotteries values within the team;
- Leading the Team – Generates encouragement and enthusiasm;
- Supporting and Managing Change – Actively supports change;
- Customer focussed – Understands the customer;
- Continuous Improvement focussed – Implements best practice;
- Planning and Co-ordinating – Manages competing priorities;
- Demonstrating Initiative – Creates opportunities;
- Concern for Quality and Standards – Contributes to overall monitoring of quality and standards;
- Problem Solving – Weighs alternatives and makes recommendations or plans;
- Negotiation skills – Manages multi – party negotiations.

Threshold Capabilities

- Oral communication;
- Written communication;
- Budgeting and Cost Control;
- Knowledge of legislative and regulatory requirements;
- Knowledge of budgeting processes;
- Proficient in word processing skills – Word, Excel;
- Effective time management skills.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by e-mail 12390@hender.com.au

Telephone enquiries are welcome on (08) 8100 8829.

Please Note

Your emailed application will be automatically acknowledged with a copy of our privacy / collection policy attached.