



POSITION DESCRIPTION

Human Resources Manager

Position Details

Reports To: CEO

Classification: SCHADS Level 6

Duration: 6 Months with possible extension

Location: This role is based in Kununurra, WA

About the Organisation

Kununurra Waringarri Aboriginal Corporation (KWAC) is an Aboriginal community-controlled organisation delivering culturally grounded, community-led programs across youth, men's development, justice reinvestment, and wellbeing.

Position Purpose

The Human Resources Manager is responsible for developing and implementing HR strategies, systems and practices that support organisational goals and workforce needs. The role oversees the full employee lifecycle, ensures compliance with employment legislation and works closely with the CEO, Deputy CEO and Management team to build a positive, effective and culturally safe workplace.

The Human Resources Manager provides leadership and supervision to the Human Resources Coordinator and works with managers to strengthen workforce capability, ensure HR matters are managed fairly and consistently, and maintain accurate and appropriate employment documentation.

Key Responsibilities

- Lead and oversee the organisation's HR function, ensuring effective, consistent and culturally appropriate HR practices across the organisation.
- Provide strategic and practical HR advice to the CEO, Deputy CEO and management team on workforce planning, employment matters, organisational change and people management.
- Oversee recruitment and workforce planning, providing guidance to managers on position requirements, classifications and recruitment decisions.
- Lead complex employee relations matters, including performance management, grievances, misconduct, disciplinary processes, workplace conflict and employment concerns.
- Lead and coordinate workplace investigations and provide recommendations to the CEO and management on appropriate actions and outcomes.
- Ensure compliance with employment legislation, the SCHADS Award, National Employment Standards, WHS requirements and organisational policies, identifying and managing HR related risks.
- Lead the development, review and coordination of organisational policies and procedures, working with management to ensure they reflect organisational requirements.
- Oversee employee performance and development frameworks, including probation, performance reviews, capability development, training and succession planning.
- Provide leadership, supervision and development to the Human Resources Coordinator, including setting priorities, allocating work, providing guidance and overseeing performance.
- Oversee HR documentation, employee records and HR systems, ensuring employment contracts, variations, personnel records and HR processes are accurate and appropriately maintained.
- Contribute to WHS processes from a workforce perspective, including employee wellbeing, psychosocial safety, workers' compensation and return to work matters.
- Monitor workforce trends and HR risks and report to the CEO, while promoting a respectful, accountable, positive and culturally safe workplace.

Key Selection Criteria

- Minimum 3–5 years' experience in a HR generalist, advisory or management role.
- Sound knowledge of employment legislation, the SCHADS Award, National Employment Standards and WHS requirements.
- Demonstrated experience in recruitment, onboarding, performance management and employee relations.
- Ability to provide practical HR advice and support to managers and employees.
- Ability to manage sensitive workplace matters with professionalism, discretion and confidentiality.

- Relevant qualifications in Human Resources, Business, Management or a related field.
- Demonstrated ability to work respectfully and effectively within an Aboriginal community-controlled and culturally diverse environment.

Desirable

- Experience working within an Aboriginal community-controlled organisation or community services environment.
- Experience working with the SCHADS Award.
- Experience supporting workplace investigations and complex employee relations matters.

Mandatory Requirements

- Current Working with Children Check
- Current National Police Clearance
- Current Driver's Licence

Key Outcomes

- HR processes, records and documentation are accurate, current and consistently maintained.
- Managers and employees receive timely HR support across recruitment, performance, employee relations and development.
- HR practices support legislative compliance and contribute to a safe, respectful and culturally appropriate workplace.

Employee Acknowledgement

I confirm that I have received, read and understood this Position Description. I understand the requirements of the role and will carry out my duties in line with KWAC policies and procedures.

Employee Name: _____

Signature: _____

Date: _____