

Manager, Human Resources

ASX Position Description

ASX “All Roles Flexible”

ASX offers mutually beneficial flexible working arrangements.
We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot		What’s On Offer
Role:	Manager, Human Resources	This HR Business Partner role is an integral part of the business, with responsibility for delivering people and culture initiatives across your client groups.
Reports to:	General Manager, HR	
People Management:	n/a	You will be a key driver of HR practices including talent management, employee engagement programs, performance management, coaching and mentoring future leaders; and implementing remuneration & benefits reviews.
Budget:	n/a	
Team:	Human Resources	
Date:	November 2018	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Provide proactive advice and guidance relating to all people matters within the business unit
- Analyse trends and metrics in partnership with the broader HR team to develop solutions, programs and policies as needed
- Manage and resolve complex employee relations issues
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees and reducing legal and/or regulatory risks
- Provide day-to-day performance management guidance to line management including coaching, counselling, career development, and disciplinary actions
- Work closely with management and employees to develop and implement initiatives that will enhance working relationships within the business unit, build morale, increase productivity, and manage retention
- Work closely with the Remuneration team to provide remuneration advice, assistance to managers and employees to facilitate the remuneration review process
- Provide HR policy guidance and interpretation
- Manage talent and succession process for business unit ensuring alignment to the business unit and company strategy
- In conjunction with the Organisational Development team, ensure effective learning and development strategies are implemented within the business unit
- Participate as needed to deliver organisational wide HR initiatives

What you've done:

- 4+ years' experience in an HR Generalist/Business Partner role
- Proven track record of building effective relationships with senior stakeholders and ability to work with all levels of staff
- Led, or significantly contributed to, HR change programs and initiatives

And if you've got some of this, even better:

- HR Degree
- Experience within a listed corporate or financial services organisation
- Experience leading and implementing HR projects

What you need to enjoy and be good at for this role:

- Excellent engagement, influencing, and partnering skills
- Excellent communicator; ability to communicate in both technical and non-technical terms
- Ability to adapt style and positively influence at all levels of the organisation
- Sound judgement and independent thinking
- Strong business acumen and ability to translate strategy into business development plans
- Proactive and results orientated; must have a strong customer focus and orientation
- Strong stakeholder management skills, and ability to work collaboratively with the wider HR team to advance organisational development within ASX