POSITION DESCRIPTION

Position: Manager – People & Culture

Location: South Australia

Reports To: Chief Executive Officer

Award/Classification: Position considered award-free; employment conditions governed by an individual employment contract (subject to classification review)

Employment Status: Permanent Full Time

Kokatha Vision

Kokatha's vision is to improve the lives of Kokatha people. By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

Kokatha People

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

Kokatha Aboriginal Corporation (KAC)

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the KAC Rule Book, KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

Primary Purpose of the Position

The Manager – People & Culture leads the People & Culture function across Kokatha Aboriginal Corporation (KAC) and its associated entities. The role is responsible for recruitment, employee lifecycle management, employee and industrial relations, workforce planning, organisational culture, people capability, HR governance and employment compliance.

The position provides practical and timely advice to the CEO, managers and employees; develops effective, culturally appropriate workforce practices; and supports a capable, accountable and respectful workplace. The role exercises professional judgement within approved policies and delegations and escalates significant employment matters to the CEO as appropriate.

The role supervises the Employment and Training Coordinator. The WHS Coordinator reports to the General Manager – Operations and is not supervised by this position. People & Culture works collaboratively with the WHS function on relevant employment-related matters, without responsibility for WHS operations or oversight.

REPORTING AND WORKING RELATIONSHIPS

Reports to: Chief Executive Officer (CEO)

Direct report: Employment and Training Coordinator

Works closely with: Executive Leadership Team, managers and supervisors, payroll and finance teams, employees, the WHS function and external HR, industrial relations and legal advisers.

KEY RESPONSIBILITIES

PEOPLE & CULTURE LEADERSHIP

- Lead and manage the People & Culture function and provide day-to-day leadership to the Employment and Training Coordinator.
- Provide clear, timely and practical HR advice to the CEO, managers and employees across KAC and associated entities.
- Promote accountability, professionalism, culturally respectful workplace practices, employee engagement and positive organisational culture.
- Support managers in employee performance, conduct, capability and development matters; promote recruitment and retention of a values-aligned workforce.

RECRUITMENT, EMPLOYMENT & WORKFORCE PLANNING

- Lead workforce planning, recruitment, selection, employment offers, onboarding, probation, employee lifecycle and offboarding processes.
- Coordinate workforce capability, training and development initiatives, including leadership development and succession planning.
- Support Indigenous employment, traineeships and workforce participation initiatives in line with organisational objectives.
- Support workforce management across regional, remote and operational work environments and coordinate with relevant training and recruitment providers.

EMPLOYEE & INDUSTRIAL RELATIONS

- Provide advice and coordinate processes concerning employee relations, performance management, grievances, misconduct, disciplinary action and employment-related workplace investigations.
- Manage employment-related matters in accordance with employment contracts, applicable legislation, organisational policy, confidentiality and procedural fairness.
- Monitor employment legislation, applicable awards and industrial relations developments and support managers with implementation of relevant requirements.
- Escalate complex, sensitive or high-risk employment matters to the CEO and engage external employment or legal advisers when authorised.

HR COMPLIANCE, GOVERNANCE & RECORDS

- Develop, implement and maintain HR policies, procedures and workforce governance frameworks that are practical and compliant.
- Oversee employment-related compliance, including employee records, contractual requirements, employment eligibility, relevant checks and mandatory employment training.

- Maintain accurate, secure and confidential personnel records, employment documentation and HR compliance information.
- Prepare HR correspondence, management reporting, workforce metrics, audit information and governance reports as required.

HR SYSTEMS & CONTINUOUS IMPROVEMENT

- Lead effective use and continuous improvement of HR information systems and workforce processes, including employee data integrity and system implementation.
- Collaborate with Payroll and Finance to ensure accurate and timely employee information and consistent employee lifecycle processes.
- Identify opportunities to simplify HR processes, improve workforce capability and strengthen HR service delivery across KAC and its associated entities.

STAKEHOLDER, CULTURAL ENGAGEMENT & WHS COLLABORATION

- Build strong working relationships with leaders, employees, Kokatha stakeholders, external service providers and relevant professional advisers.
- Ensure workforce communication, consultation and engagement are respectful, culturally appropriate and consistent with organisational values.
- Work collaboratively with the WHS function on employment-related matters, including employee wellbeing, workforce participation and return-to-work arrangements, where relevant.
- Provide HR input on employment matters arising from WHS issues when requested; WHS operations, safety investigations, WHS compliance and supervision of the WHS Coordinator remain outside this position's responsibilities.

OTHER DUTIES

- Undertake other duties consistent with the responsibilities and seniority of the position, as reasonably directed by the CEO.

SELECTION CRITERIA

Essential

1. Demonstrated senior-level experience in human resources, People & Culture or workforce management, including responsibility for end-to-end HR operations.
2. Sound working knowledge of Australian employment legislation, industrial instruments, employment contracts and contemporary HR practices.
3. Experience managing employee relations, performance management, workplace grievances, employment investigations and disciplinary processes.
4. Demonstrated ability to lead recruitment, workforce planning, staff development and organisational change activities.
5. Strong written and verbal communication, stakeholder engagement, negotiation and conflict resolution skills.
6. Ability to handle sensitive information, exercise independent professional judgement and maintain confidentiality and procedural fairness.
7. High-level proficiency with HR information systems, electronic records and Microsoft Office applications.
8. Ability to work effectively and respectfully with Aboriginal people and across regional, operational and community-focused environments.
9. Relevant tertiary qualification in Human Resources, Industrial Relations, Business or a related field, or equivalent relevant experience.

DESIRABLE

- Experience working within an Aboriginal corporation, Registered Native Title Body Corporate or not-for-profit organisation.
- Experience supporting geographically dispersed workforces and Indigenous employment or traineeship initiatives.
- Experience developing HR policies, governance frameworks and modernising HR systems and processes.

LICENCES & CLEARANCES

Current valid driver's licence (essential).

National Police Clearance (essential) and Working with Children Check or ability to obtain, as required for the role.