

In mid 2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by KDR Gold Coast Pty Ltd (KD) – a joint venture between international tram and bus operator, **Keolis**, and Australia's leading provider and maintainer of passenger and freight rolling stock, **Downer**, as part of the GoldLinQ Consortium. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living. We are looking for dedicated and enthusiastic people to join our exciting system, and be part of a dynamic team of individuals.

HR Director (Maternity Leave Cover)

Position Purpose:

Commencing early November 2016, responsible for leading the Human Resources function through an effective ongoing HR strategy that contributes towards and supports the delivery of the Company's objectives, both in operations and throughout the Stage 2 project (light rail extension).

Reporting to:

Managing Director

Position Responsibilities:

- Maintain and where otherwise required, design and implement key HR processes, policies and procedures in line with legislative and organisational requirements. This includes Staff Handbook, Policies and Procedure Manual, etc.
- Oversee the management of large-scale recruitment and selection programs for Stage 2 and ongoing recruitment needs for Stage 1 (operations) including interview processes, all recruitment documentation, medical and psychometrics/psychomotor assessments, etc.
- Ongoing maintenance of culture programs which reinforce the positive work environment including Reward and Recognition, Wellness Program, Benefits Program, etc.
- Manage internal communications processes and systems. Chair Employee Consultative Committee (ECC) and encourage on going consultation and communications with staff at all levels.
- Demonstrate a thorough knowledge of up to date Employment and Industrial Relations Legislation. Provide advice to relevant stakeholders on employment legislative requirements and ensure corporate compliance with them.
- Maintain existing relationships with shareholder HR functional leads, communicating effectively to support both KDR and its shareholders.
- Lead the injury management and rehabilitation/return to work processes (Rehabilitation and Return to work Co-ordinator will report directly to this position)
- Build and maintain an effective relationship with the RTBU and ETU, elected delegates and ECC elected representatives on all IR and ER matters. Actively deal with Unions, reps and delegates, ultimately responsible for resolving IR/ER issues for both unionised and non-unionised employees
- Oversee, and where applicable deal with, all grievance and disciplinary issues. Coach and support members of the management team on how to deal with disciplinary and grievance matters and otherwise ensure consistency with approach to management of issues cross-departmentally. Ensuring procedural fairness and accompanying paperwork is compliant during all stages of any grievance or disciplinary investigation, etc.
- Promote the development of employees within the company including overseeing all training and development (training team will report directly to this position), induction programs, RTO effectiveness, performance management systems, competency management, succession planning, in-house TALENT (capacity planning) management, etc.
- Responsible for overseeing the management of all HR administration including general day to day HR admin, HR systems (manual and soft), Employment Agreements, training programme documentation, IT systems, etc. Ensuring compliance with all personnel documentation.

- Ensure compliance with/maintenance of QLD State operational plans including the Employee Relations Management Plan and the Training Management Plan. Participating in external/carry out internal audits on systems and processes to ensure compliance.

Competencies Required:

- Work as a Rail Safety Worker Category 4 (non-safety critical worker)
- Excellent knowledge of employment legislation and the IR framework
- Degree (HR discipline) is essential
- Post-graduate qualification in Employment Law or similar is ideal but not essential
- Experience in the Transport industry a plus, ideally in rail (heavy or light rail)

Profile Requirements:

- Minimum 10 years' experience in a Senior HR Management role, leading in all areas of injury management, recruitment and selection, training and competency management, internal communication, managing IR/ER issues within a unionised environment, etc.
- Experience in managing and delivering HR requirements for the business to Board and higher level authorities
- Able to manage a small HR team, with excellent prioritisation and delegation skills. No issue with "getting your hands dirty" and with a "shoulder the wheel" attitude, working closely with your team to ensure deliverables are met
- Experience managing in a safety culture (with an obligation to prove operations are safe)
- Strong, diplomatic communicator, with a demonstrated ability to build close and supportive working relationships with Corporate/Senior Management across a range of disciplines including customer service, marketing, legal, operations, safety, finance and technical.
- Naturally embraces an "open door policy", with an ability to effectively combine a hard and soft HRM style to meet organisational culture
- Ability to prioritise effectively in support of existing organisational culture and objectives to ensure operations are fully supported during a period of rapid growth

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems
- Participate in internal and external audits for continuous improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting

As part of the recruitment processes at KD, job applicants will be required to provide a National Police Certificate. Further to this, successful candidates will be required to provide a National Police Certificate where requested throughout employment. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, KD considers this to be a reasonable requirement. KD will assess a candidate's and employee's criminal record history against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.

Keolis Downer is an Equal Opportunities Employer.

If you feel you have what we are looking for then please send your resume and cover letter to Emily Burt, HR Manager at emily.burt@keolisdowner.com.au