



**CENTRAL  
LAND  
COUNCIL**

**MANAGER, HUMAN RESOURCES**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2026**

## **Job Description : Manager, Human Resources**

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<b>POSITION TITLE:</b>	Manager, Human Resources
<b>POSITION NUMBER:</b>	HR001
<b>CLASSIFICATION LEVEL:</b>	MGR
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	General Manager, Corporate Services

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### **KEY FUNCTIONS**

*The Manager, Human Resources provides leadership development and strategic guidance to the organisation in all areas of Human Resource management and in accordance with the relevant industrial instruments and regulations, and prevailing organisational policies and procedures.*

### **SPECIFIC ROLE RESPONSIBILITIES AND DUTIES**

1. Supervise, plan and coordinate the performance of HR staff in accordance with organisational objectives, including responsibility for:
  - Recruitment
  - Remuneration
  - Managing staff performance
  - Learning and development
  - Work health and safety
2. Effective and timely conduct of HR functions in matters relating to:
  - Recruitment
  - Managing staff performance
  - Learning and development
  - Industrial relations
  - Enterprise agreement management and bargaining process
  - Payroll processing and employee entitlements
  - Personnel matters and information
  - Work health and safety management system
  - Injury management and workers compensation Reception management
3. Provide advice and guidance to the senior management on all aspects of human resource management, staff recruitment and workforce planning (including succession planning), industrial relations, performance management, training, work health and safety, workers compensation and grievances.
4. Maintain a sound understanding of all applicable legislation, with an expert understanding of any applicable enterprise agreement or award.
5. Maintain a close liaison with managers concerning on-going staffing requirements. Assess the requirements of positions within sections and guide management in the redesign of job descriptions, salary classifications and selection criteria.
6. In consultation with the General Manager, Corporate Services maintain a close liaison and as required, negotiate with the union and representative bodies on industrial relations matters.
7. Develop, monitor and review systems for staff performance and development to ensure effective planning, monitoring and appraisal of employee work results.
8. Supervise and coordinate the activities of the Human Resources staff including holding regular meetings, undertake performance assessments and assisting their professional development.

9. Monitor and review HR policies and procedures and oversee the development of new policies and procedures to support the CLC's strategic plan and other organisational requirements, ensuring employees are consulted as appropriate and all have access to this information.
10. Take all reasonable steps to employ and promote Aboriginal people through ensuring that effective recruitment, selection procedures, training and development processes are in place.
11. Oversee the organisational duties and responsibilities for providing a diverse and safe work environment are in place and current.
12. Contribute to the organisational corporate planning and support the human resources related measures of the performance framework.
13. Other duties that are safe, legal, logical and responsible while being within limits of employee's skill, competence and training consistent with the classification structure.

## **MONITORING AND COMPLIANCE REQUIREMENTS**

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act* (NT) 1989 (Cth)
- *Native Title Act 1993*
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act)
- *Work Health & Safety Act 2011* (Cth)
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from General Manager, Corporate Services.
- Supervises all HR, Payroll, WHS, Training Reception and cadets and trainee staff.
- Work collaboratively with all other staff of the Human Resources Section in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

## **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.
- Supervision and management of identified staff.

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## **SELECTION CRITERIA**

### **ESSENTIAL**

1. Tertiary qualifications in Human Resource management.
2. Extensive practical experience in all aspects of contemporary Human Resource management.
3. Demonstrated achievement in and enthusiasm for provision of quality customer service. Ability to lead, manage and support a team to deliver high quality service.
4. High level research and analytical skills, ability to synthesise information, interpret and apply awards, enterprise agreement, legislation and policies; as well as to develop, implement and review policy on a wide range of human resource issues.
5. Demonstrated ability to observe strictest confidentiality with employee information.
6. Highly developed written and oral communication skills including ability to effectively inform, advise, facilitate, influence and negotiate with a wide range of people at all levels; prepare clear

and concise reports, briefings and general correspondence. Experience in development and maintenance of work health and safety management systems and injury management systems.

7. Adaptable and flexible attitude with highly developed organisational skills. Ability to plan and monitor operational work plans within the HR section and manage a personal workload with competing demands.
8. Advanced computer skills across a range of applications, including Microsoft Word, Excel, Outlook and human resource information systems.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment.

#### **DESIRABLE**

1. Experience in implementing successful measures and diversity programs focussing on particular target groups in an Aboriginal organisation or cross-cultural environment.
2. Knowledge and understanding of Aboriginal societies and cultures and the issues affecting Aboriginal people in contemporary Australian society.
3. A knowledge and understanding of the overall context in which the Central Land Council operates.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.