



## Position Description

<b>Position:</b>	<b>Manager - Human Resources</b>	
<b>Position Type:</b>	<b>Contract</b>	
<b>Salary Range:</b>	<b>NR12 - NR13</b>	
<b>Location and Position No:</b>	<b>CSD/HRS</b>	<b>NR-CD-005</b>
<b>Reporting Relationship:</b>	<b>Reports to the Deputy Director Corporate Services</b>	
<b>Subordinates:</b>	<b>1. Human Resource Assistant 2. Admin Assistant – Front Desk</b>	

### Job Description

#### Position Summary

- The Human Resource Manager is responsible for the development and implementation of effective human resources policies and procedures that ensure the Institute's ability to attract and retain best quality staff.

#### Key Outcomes

- Best quality staff are attracted to and retained at the Institute.
- Human resource policies and procedures are developed and implemented for the Institute.
- All Institute policies and procedures comply with relevant government legislative requirements, including NRI Act, Public Service General Orders, SCMC rulings, Public Service Management Act, etc.
- NRI staff and clients are satisfied that their HR queries are addressed timely and efficiently.

#### Key Responsibilities

- Ensure the Institute is complying with all Employment legislative requirements.
- Oversee and manage the recruitment of Research and Non-Research staff.
- Oversee and manage remuneration reviews and Annual Performance Appraisal system.
- Oversee and manage employee orientation and induction programs.
- Serve as secretary to the NRI Staffing and Appointments Committee and other relevant committees, as and when applicable.
- Review, develop and administer HR policies, procedures and guidelines.
- Oversee and manage staff development and training.
- Develop and/or administer special projects in areas such as Insurance, Career planning and Staff Home Ownership Scheme.
- Oversee and manage the organisational review process.
- Assist and advise the management on Industrial Relations issues.
- Consult with DPM/SCMC, Treasury, and other agencies concerning government policies, current trends and issues.
- Provide HR quarterly reports to management.



- Serve on various Institute Committees, as applicable.
- Perform any other duties as directed by Deputy Director Corporate Services, Deputy Director Research or the Director.

**Technical Knowledge and Skills**

- Thorough knowledge of Human Resource Management.
- Demonstrated ability to conduct recruitment and job interviews.
- Working knowledge of Public Service Management Act and General Orders.
- Working knowledge of Microsoft Office suite of programs.
- Familiarity with HR best practices.
- Demonstrated experience dealing with relevant Government departments.
- Working knowledge of relevant Human Resources Information Management System.
- Working knowledge of Hay Job Evaluation charts.
- Ability to supervise, mentor and counsel staff.

**Qualifications and Experience**

- Bachelor’s Degree in HR Management or equivalent.
- Possess a minimum of 5 years’ experience in a HR managerial role.
- Member of PNGHRI or AHRI.

**Personal Attributes and Skills**

- People-centred attitude.
- Excellent communication skills.
- Team Player.
- Ability to respect and maintain confidentiality at all times.
- Problem-solving skills.
- Works ethically and with integrity.
- Strives to increase productivity.

**Levels of Supervision**

- Middle level management reporting to the Senior Executive Management Team through the Deputy Director Corporate Services.

**Declaration:**

I confirm that I have read and fully understand the role of the Manager, Human Resources and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by executive management and the Council from time to time.

**Sign:** .....

**Staff:** .....

**Date:** .....

**DDCS:** .....

**Date:** .....