

POSITION DESCRIPTION			
Position Title:	HR Consultant	Department:	Human Resources
Reporting arrangements:	Reports to: (Title) HR Manager (Currently Glenda Williams) Direct reports: (Title) N/A		
Position Summary:	Support all HR activities and initiatives to achieve delivery of the overall business priorities and strategic objectives.		
Key Responsibilities: Describe the key responsibilities required for the role in the normal course of work	Assist the HR Manager with coordination and implementation of HR Programs across the business, including: <ul style="list-style-type: none"> • performance management, • remuneration planning and review, • employee engagement, • talent and succession planning, and learning and development programs.		
	Undertake HR and operational projects as needed.		
	<<Add an extra responsibility here that has a direct link to activities in the Staff Management Policy and Procedure>>		
	<<Add an extra responsibility here that has a direct link to legislation>>		
Criteria	Essential skills and knowledge	<ul style="list-style-type: none"> • In-depth knowledge of HR principles, functions, methods and best practice • Strong communication and consultation skills – written and verbal • High-level attention to detail • Ability to problem solve and work under pressure • Ability to work well independently and as part of a team • Proficient Microsoft skills (Outlook, Teams, Word, Excel etc.) 	
	Desirable skills and knowledge	<ul style="list-style-type: none"> • Experience leading HR-related project management • Strong analytical mind and advanced problem-solving skills • Experience using SAP HR systems preferred 	
	Qualification and experience requirements	<ul style="list-style-type: none"> • Tertiary qualification in Human Resources, business administration or relevant field • Proven experience as a HR Consultant – 4-5 years minimum. 	
Approvals:	Manager Name:		

	Signature:	
	Date:	