



HUMAN RESOURCES & TALENT MANAGER

TUFF Australia is a nationally recognised brand that produces premium vehicle accessories including bullbars, trays, canopies and truck bodies. Our clients include hire fleets, the Australian Federal Police and other government entities. TUFF products are recognised for their quality and durability in the harshest conditions. Members of the TUFF team go to work every day knowing that the bullbars and side rails produced in the factory save lives and keep people safe on our roads.

Our business has enjoyed very strong growth and the TUFF team consists of 100 of the best people you will meet who are dedicated to excellence in servicing our clients across Australia. As such, we are now seeking a Talent/HR Manager to join our team in this newly created role. This is an ideal opportunity for an outstanding individual looking for long term stable employment with a nationally recognised company.

Your Qualifications & Experience:

- Bachelor's degree or higher in Human Resources or related discipline.
- A minimum four years experience in Human Resources is required.
- Preferably have operated at a Manager level or ready for the move to that level.
- Competent across all aspects of the Human Resources functions.
- Experience in design and implementation of HR systems and processes.
- You possess outstanding interpersonal skills.
- You have a focus on finding and developing talented people to achieve company and individual goals.
- You have an in-depth knowledge of employment legislation, including Fair Work Act 2009 (Cth) and other legislation, industrial relations instruments, modern awards, and their application in the manufacturing industry.
- You have a can do attitude and a commercial approach to your role in growing businesses through talented people.
- You have a track record in success in talent management and an ethical and professional approach to your job.
- You see talent management/human resources as key functions to drive a business rather than an administration function.
- You have excellent computer skills in a Windows environment with experience in Microsoft Office.

Key Tasks & Responsibilities:

- Provide expert tactical and strategic advice and guidance to managers in Employee Relations matters.
- Leading and participating in HR and strategic business projects to deliver HR solutions to the business.
- Support the delivery of HR functional milestones including performance management/reviews, talent development sessions, succession planning, workforce planning and engagement.
- Talent management from recruitment through to on boarding and performance support, team communications.
- Contribute to the development, review and implementation of policies and procedures.
- Reporting to management on key talent metrics and engagement.
- Provide high quality industrial and employee relations advice in line with legal frameworks.
- Provide human resources advice and support on policies and procedures and the interpretation and compliance with the relevant industry awards.
- Provide advice and compliance for all WHS, EEO and IR issues related to the company's operation and provide direction to management.
- Training and learning co-ordination including apprentices.
- Co-ordination of Payroll and employee remuneration.



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Required Competencies:

- You are a team player with the ability to maintain internal and external relationships.
- You have the ability to identify, analyse, formulate, and implement appropriate courses of action, advising managers appropriately.
- You possess strong interpersonal and organisational skills and an ability to work in a fast-paced environment and with diverse stakeholders.
- You have the ability to network and engage people to achieve the objectives at hand.

Perks & Benefits:

- Join a young energetic, passionate and supportive team.
- The 'Human Resources & Talent Manager' position attracts excellent remuneration commensurate on experience.
- This position is based in Toowoomba, in the 'Darling Downs' region of Queensland.
- We provide a great company culture and an intimate, collaborative environment.
- TUFF has a strong commitment to mental health and has a long established employee assist programme and is committed to supporting its people.

All applicants with the relevant experience will need to address the key tasks & responsibilities, detailing their experience, as well as the required competencies in their cover letter. We also require a detailed resume with a minimum of 2 (two) phone references.

For your opportunity to be part of a truly diverse, supportive organisation that believes its people provide the platform to its success, apply now via: www.tuffaustralia.com.au/careers or contact General Manager Mark Casey via email: mark.casey@tuffgroup.com.au for further information.