



JOB DESCRIPTION - HUMAN RESOURCES (HR) MANAGER

Job Title: Human Resources (HR) Manager

Department: Human Resources

Reports To: Head of Human Resources

Job Overview

As the HR Manager at Trendie, you will be responsible for overseeing all aspects of human resource management and ensuring the successful implementation of HR strategies across the organisation. This position entails managing recruitment, employee relations, performance management, compliance with Australian labour laws, and the development of workplace policies and procedures. The HR Manager plays a pivotal role in cultivating and maintaining a positive organisational culture, fostering employee development, and supporting talent retention. Your ability to align HR initiatives with business objectives will be key to ensuring Trendie's growth and success.

Key Responsibilities

Recruitment and Onboarding:

- Lead the full cycle of recruitment, including job advertisement, candidate screening, interviews, and selection.
- Manage the onboarding process to ensure new hires are effectively integrated into the organisation.

HR Strategy Development:

- Formulate and implement HR strategies that are aligned with Trendie's business goals.
- Ensure that HR practices contribute to the development of a high-performance, engaged workforce.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



Employee Relations:

- Act as a primary point of contact for employees regarding workplace issues, grievances, and concerns.
- Facilitate the resolution of workplace conflicts through mediation and investigation, promoting a harmonious work environment.

Performance Management:

- Oversee the performance management system, ensuring it fosters high levels of employee performance and development.
- Implement performance review processes and provide ongoing feedback to employees.

Compliance and Policy Management:

- Ensure the organisation remains compliant with all relevant Australian labour laws, employment standards, and regulations.
- Review and update company policies and procedures in line with legislative changes.

HR Support:

- Provide expert advice and guidance to managers and employees on HR-related issues, including employee development, retention strategies, and workplace culture.

Benefits and Compensation Management:

- Develop and oversee employee benefits programs, including superannuation, health insurance, and other compensation packages that enhance employee satisfaction and retention.

Training and Development:

- Identify skill gaps and conduct training and development initiatives to support employee career growth and the organisation's strategic objectives.



HR Metrics and Reporting:

- Track and analyse key HR metrics, such as employee turnover, engagement levels, and recruitment effectiveness.
- Prepare comprehensive reports for senior management to support data-driven decision-making.

Qualifications and Experience

- **Education:** A Bachelor's degree in Human Resources, Business Administration, or a related field is highly desirable. A postgraduate qualification in Human Resources or Industrial Relations will be advantageous.
- **Experience:** A minimum of 5 years of experience in human resources management or a related role, with proven experience in strategic HR management.
- **Knowledge:** Strong understanding of Australian labour laws, industrial relations, and HR best practices.
- **Leadership:** Demonstrated leadership and team management skills, with the ability to influence and motivate teams across the organisation.
- **Communication:** Outstanding verbal and written communication skills, with the ability to foster strong interpersonal relationships at all levels.

Skills and Competencies

- **Confidentiality and Ethics:** Ability to manage sensitive information with the highest level of professionalism and integrity.
- **Problem-Solving and Conflict Resolution:** Strong analytical and problem-solving skills, with a proven track record of resolving workplace disputes.
- **Technical Proficiency:** Competent in HR Information Systems (HRIS) and other relevant HR software.
- **Adaptability:** Capacity to operate in a dynamic and fast-paced environment, balancing multiple tasks effectively.
- **Organisational Skills:** Excellent organisational and time management abilities, with strong attention to detail and a proactive approach to managing workloads.



Working Conditions

This is a full-time position based at Trendie's headquarters, with occasional travel to other company sites as required. The role involves managing confidential employee data and handling sensitive HR issues, necessitating a high level of discretion and professionalism.

Key Performance Indicators (KPIs)

- **Employee Retention:** Measure and track employee retention rates and identify areas for improvement.
- **Recruitment Effectiveness:** Monitor the efficiency and quality of the recruitment and onboarding processes, ensuring alignment with business needs.
- **Employee Satisfaction:** Regularly assess employee engagement and satisfaction, using surveys and feedback mechanisms.
- **Compliance Adherence:** Ensure ongoing compliance with Australian labour laws and internal company policies.
- **Performance Management:** Evaluate the impact and effectiveness of performance management processes on overall organisational success.

Company Values and Culture

At Trendie, we are committed to fostering a collaborative, inclusive, and innovative workplace culture. Our core values are integrity, teamwork, and continuous learning. As HR Manager, you will play a critical role in upholding these values and ensuring that our employees are engaged, motivated, and supported in their career growth.

Career Progression

The HR Manager role offers the potential for career advancement to positions such as Senior HR Manager, HR Director, or Head of Human Resources. Additionally, opportunities to specialise in fields like talent management, employee relations, or organisational development may be available based on career interests.