



## **MANAGER, HUMAN RESOURCES (Sydney based, flexible working arrangements)**

New Forests is a real assets investment manager offering leading edge strategies in forestry, land management, and conservation. Our business mission is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in the United States, Australia-New Zealand, and Southeast Asia and have almost AUD 5 billion in assets under management. Our assets include sustainable timber plantations, rural land, infrastructure, and conservation investments related to ecosystem restoration and protection. New Forests is headquartered in Sydney, Australia, with offices in San Francisco, Singapore, New Zealand and Melbourne.

New Forests is offering a great opportunity for a qualified candidate to undertake the role of Manager, Human Resources, supporting the Director, Human Resources. The New Forests Human Resources function supports the Global New Forests business to achieve its strategic and operational objectives & values.

Reporting to our Director, Human Resources the Key responsibilities will include:

- **Performance Management:** Coach and support Line Managers to enhance their people management capabilities and deliver on their people management responsibilities, whilst also providing advocacy and advice to employees.
- **Recruitment & Selection:** Managing the recruitment process for all new roles and replacements including advertising, reviewing applicants, arranging interviews, attending interviews, completing reference and background checks and managing new employee documentation.
- **Remuneration reviews:** Supporting the Director, HR to run the remuneration review, short & long term incentive and benefits programs.
- **Employment legislation and policy updates:** Managing employment legislation updates, including the roll out of new contracts and policies.
- **Learning & Development:** Management of training providers, research of alternative training providers, managing the learning & development plan, conducting internal training as required.
- **Career Development:** Supporting managers and employees with career development discussions. Managing internal and external opportunities including role changes, secondments and relocations.
- **Performance Appraisal review process:** Updating and managing the bi annual performance review process and templates.
- **HR Reporting:** Reviewing and updating the monthly HR report and drafting a monthly HR update for the business
- **Supporting the HR Director with strategic initiatives (development & delivery)** in accordance with the New Forests strategic HR agenda
- **Undertake HR Project work, as required**

We are looking for candidates with the following qualifications/experience:

- Relevant degree in Human Resources or related discipline
- Demonstrated generalist HR experience
- At least 5-7 years working in a similar HR role at Business Partner level
- Solid end to end recruitment experience, ideally in a professional services environment
- Familiarity with remuneration structures, preferably with understanding of short and long term incentive components
- Strong working knowledge of relevant legislation i.e. Fair Work Act, Anti-discrimination legislation
- Experience working across international jurisdictions (US, NZ, Singapore) and understanding of local employment legislation and markets
- Strong interpersonal skills, particularly in building relationships and trust with stakeholders; Responsive to both employee and business needs
- Excellent time management and organisational skills
- Excellent communication skills
- An ability to work independently and prioritise effectively
- Sound MS Office skills
- Complete and utter discretion, confidentiality and trust is essential
- Flexibility towards extra hours in busy periods or when staff are on leave

**What can we offer?**

Our environment is busy and supportive, and the team is professional but relaxed. If you join us you would be joining a growing, fast paced business which is an environmental & sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

**To Apply**

Please apply by sending a cover letter and resume explaining your interest in and qualifications for the position, in PDF format to [careers@newforests.com.au](mailto:careers@newforests.com.au)

Applications for this role will close on 18 June 2019.

Phone calls will not be accepted

New Forests is an Equal Opportunity Employer.

