



Manager, Human Resources

Location: San Francisco

Reporting to: Executive Director, Human Resources (based in Sydney, Australia)

New Forests (www.newforests.com.au) seeks a motivated and experienced human resources professional for the above position. In this role you will be primarily responsible for supporting the Executive Director, HR, to manage the global human resources function for New Forests to meet our strategic business objectives, consistent with our mission, vision and values.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. Our business intent 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 Australia-New Zealand, United States and Southeast Asia and have over USD 4 billion in assets under management. We manage sustainable timber plantations, natural forests, forest carbon projects, rural land, and processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand and Melbourne.

Specifically, you will be responsible for:

- Managing a range of operational matters for both US and global HR functions, including but not limited to:
 - Recruitment & selection
 - Performance appraisal review process support and coordination
 - Performance management
 - Remuneration review support
 - Learning & development
 - Career development
- Supporting the Executive Director, HR, with strategic initiatives (development & delivery) in accordance with the New Forests' strategic HR agenda
- Supporting HR ERP selection and implementation
- Benefits coordination and oversight
- Undertaking HR project work, as required
- Coaching and supporting line managers to enhance their people management capabilities and deliver on their people management responsibilities, whilst also providing advocacy and advice to employees.

We are looking for candidates with:

- At least 5-7 years working in an HR business partner role
- Degree in Human Resources or related discipline
- Demonstrated generalist HR experience at both the depth and breadth required to meet the requirements of the role
- 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 US Federal, California and San Francisco employment legislation

- Strong interpersonal skills, particularly in building relationships and trust with stakeholders
- 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
- Multi-task focus, with a capability to manage several competing tasks and objectives
- Responsive to both employee and business needs
- Personable, professional and outgoing personality that likes to assist people
- A demonstrated interest in/knowledge of sustainability.

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 and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer which values diversity, equity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.