



## Human Resources Consultant

**Location:** Sydney

Reporting to the Executive Director, Human Resources, this newly created position is an exciting opportunity to work with an experienced global HR team to support New Forests growing business and positive work culture. In our people focused business, no two days will be the same so this is a role for an enthusiastic, driven and approachable HR professional with a flexible mindset. You will work across the typical generalist HR matters as well as support the HR transformation agenda as we introduce a new HR system and implement other best practice HR initiatives across the business to achieve our strategic goals and company values. This is a great opportunity for an HR Consultant to grow and develop your skills alongside a team that is passionate about driving excellent people outcomes through building and maintaining an engaged and positive workplace culture.

New Forests is a global investment manager offering high-impact strategies in sustainable forestry and related sectors, with AUD 7.7 billion (USD 5.7 billion) in assets under management across over 1 million hectares (2.6 million acres) of investments. New Forests' investment portfolio consists of sustainable forest plantations, areas of natural forest conservation, carbon projects, rural land and row-cropping, and timber processing. New Forests' vision is to see the forest sector as a key sector in the transition to a sustainable future. To achieve this vision, New Forests' investment strategies support the role of forests as nature-based climate solutions, provide sustainable timber for the growing circular bioeconomy, and contribute to the sustainable development of regional economies and rural communities. New Forests operates in Australia, New Zealand, Southeast Asia, Kenya and the United States.

### **You will work across the full HR agenda including:**

- **Performance Management:** Coach, guide and support People Leaders to enhance their people management capabilities, build engagement with their teams and deliver on their people management responsibilities, whilst also providing advocacy and advice to employees.
- **Recruitment & Selection:** Support our growing business by managing the recruitment process for all new roles and replacements including advertising, reviewing applicants, arranging interviews, attending interviews, writing up interviews, completing reference and background checks and managing new employee documentation.
- **Remuneration reviews:** Supporting the HR team with the annual remuneration review process, short & long term incentive and benefits programs.
- **Employment legislation and policy updates:** Managing employment legislation updates, including the roll out of new employment contracts and policies.

- Learning & Development: Assist with management of training providers, research of alternative training providers, managing the learning & development plan, conducting internal training as required.
- Career Development: Supporting the HR team to assist managers and employees with career development discussions. Managing internal and external opportunities including role changes, secondments and relocations.
- Performance Appraisal review process: Managing the biannual performance review process
- 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
- HR System: Becoming the new HR system champion, supporting the HR team to: implement the new system, over various stages of development; educate employees regarding its functionality and use; help manage the system once it is operational.

**We are seeking candidates with the following:**

- Relevant degree in Human Resources or related discipline and demonstrated generalist HR experience
- At least 5 years working in a similar HR role at an HR Consultant or Business Partner level
- Passion and desire to provide outstanding HR generalist support.
- Ability to influence and work strategically with stakeholders to drive positive people outcomes.
- Experience contributing to employee engagement initiatives and building a strong, positive workplace culture.
- Solid experience autonomously managing end to end recruitment processes, 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, Kenya) and understanding of local employment legislation and markets would be beneficial
- 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 with the ability to quickly and effectively build strong relationships, trust and credibility with stakeholders.

- An ability to work independently, organise own workload and prioritise effectively
- Sound MS Office skills
- Complete and utter discretion, confidentiality and trust is essential
- Flexibility to manage global time zones and towards extra hours in busy periods or when staff are on leave

**What can we offer?**

Our environment is busy and supportive, with an experienced HR team to work with and learn from. The New Forests team is professional, warm and relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in landscape investments. You will be working with professionals who have a strong sense of purpose and are passionate about their work.

New Forests is a Certified B Corp and an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.

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](mailto:careers@newforests.com.au)

Phone calls will not be accepted.