

Human Resources Manager

Partners Wealth Group

At Partners Wealth Group (PWG) we are proud of our dynamic culture. We have and will continue to invest a lot in our people, systems and facilities and have seen exciting growth in all areas to make us one of Australia's leading providers of business and financial advisory services for high net worth individuals, business owners and organisations

We currently have an exciting opportunity for a Human Resources Manager to join our progressive and innovative team in Melbourne.

Why we exist

We exist to help Clients, Partners and our People to unlock a world of possibilities to surpass their financial and lifestyle goals. We have experienced impressive growth over the last few years, through our unique positioning in being able to provide clients and referral partners with a seamless broad-based service offering which meets their financial and business needs – whether it be a financial advice, superannuation, legal, estate planning or lending matters. We are always interested in passionate professionals keen to make a difference in their clients' lives.

What is the job responsible for:

The Human Resources Manager is primarily responsible for all things people related, on a strategic, operational and administrative level. This entails:

- Business partnering with the Leadership team and their teams
- Managing all employment matters, annual and ongoing performance management
- Designing and maintaining HR policies and procedures
- Drafting all employment agreements and employment letters
- Supporting change management initiatives, organisational cultural initiatives and all people development initiatives
- Managing the outsourced payroll provider with the monthly pay-runs and ad hoc pay-runs as required in conjunction with the Finance Department.

The role is **highly operational** and can be performed in a 4-day week OR 9-day fortnight and Partners Wealth Group is flexible in the working day design for the right candidate

To be successful in this role you will:

- Have well developed empathetic skills who can support staff concerns and performance enhancement across all levels of the organisation
- Have strong capabilities in both written and verbal expression.
- Interact fairly, honestly and professionally in all business dealings
- Build effective business partnerships across the organization and with external parties
- Understand the vision and commercial imperatives that drive the company and apply these to own area of expertise and across the business

- Initiate and embrace change in the work environment, act as a role model for business - initiated change

Our ideal candidate will have:

- Appropriate HR qualifications
- Experience with Management and Leadership skills
- Proven ability to drive the company's strategic objectives
- An appreciation and understanding of the pay-roll function

To apply for this exciting opportunity please email your cover letter and CV to:

Melinda Chin – Human Resources, Partners Wealth Group: mchin@pwg.com.au.

Please note, only shortlisted applicants will be contacted.