**• Global Human Resources Manager**

**• Key Leadership Role • Competitive Remuneration • Full Time Position**

**About the Company:**

We are a Global Business leading the market with Australian made and owned dental restorative products, teeth whitening and small equipment. Founded in 1972, SDI Limited products are now distributed in over 100 countries throughout the world. Our global head office and manufacturing plant is located in Bayswater, with overseas branch offices and warehousing in the USA, Brazil and Germany.

**About the Role:**

We are currently seeking a dynamic, hands-on and experienced Global Human Resources Manager for our Global Head Office and our overseas offices.

Having undertaken a period of sustained cultural change, we are presently seeking someone who can support us to get to the next phase of our company journey and help propel us forward. This is an exciting opportunity to make a significant impact on the direction of the business.

This is an autonomous, fast paced and busy role. The person we are seeking will be expected to deliver against a full range of strategic and operational human resources objectives and tasks. As a part of the Leadership Team, this role will report to the Chief Operating Officer.

**The Global Human Resources Manager will be responsible for:**

* Handling all operational and administrative aspects of the Human Resources function across the employee life cycle for our Head Office;
* Coaching managers, employees and teams within the business;
* Providing a point of contact for general employee HR queries;
* Resolving disputes and complaints, including undertaking or managing investigations where necessary;
* Developing HR strategy to support company strategic and operational plans;
* Developing and compiling HR documentation, including policies, employment contracts and general employment-related correspondence, ensuring clarity and legal compliance;
* Overseeing recruitment activity;
* Undertaking legislative reporting and compliance (e.g. lodging of the annual company WGEA report);
* Overseeing the HR function for the international offices including liaising with overseas HR advisors to ensure compliance and resolving matters; and
* Delivering HR Projects.

**We are looking for someone who is able to demonstrate the following:**

* Extensive experience working across all aspects of Human Resources at a senior level;
* Minimum of a Bachelor’s Degree in a relevant discipline (i.e. Human resources, management, psychology, employment law);
* Developed coaching skills and experience;
* Strong employee relations knowledge and experience, including with investigations and dispute resolution;
* Experience in managing international offices, and knowledge of the jurisdictions that SDI operates in, would be highly advantageous;
* Experience in HR strategy development to support company strategic and operational plans;
* An agile and innovative approach; and
* Since this is an autonomous role, the willingness to undertake all tasks across the Human Resources employee life cycle is vital.

This is a full-time role and will require the ability to undertake travel to our overseas offices.

If you are looking for a unique, challenging and fast paced role as the next step in your career, we want to hear from you.

An attractive and competitive salary package is on offer, commensurate with experience.