

board member (hr specialist)

POSITION DESCRIPTION

NATIONAL | REPORT TO CHAIRPERSON | CO-CEOS REPORT TO BOARD
2HRS / MONTH + 2HR BOARD MEETING 2MONTHLY | 3YR VOLUNTARY

about the National Nutrition Foundation

National Nutrition Foundation (NNF) is an independent, national not-for-profit organisation that enables Australians to enjoy nutritious foods and drinks through collaborations, programs and services, and advocacy initiatives.

VISION: Healthy eating for people and planet.

MISSION: To enable, empower and influence Australia's food systems and the people who depend on them.

organisational context

NNF operates nationally and is governed by a National Board. The National Board is responsible for the organisations legal and financial accountability and maintaining its strategic vision and objectives.

key purpose

The primary purpose of this position is to provide organisational governance on all human resource activities of NNF.

The Human Resources board member supports the Co-Chief Executive Officers who are responsible for the day-to-day operations of Human Resources at NNF. The Co-Chief Executive Officers manage the administration of the human resources policies, procedures and programs. They carry out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organisational development, and employment.

key human resources responsibilities

The Human Resources board member is responsible for advising and supporting the Co-Chief Executive Officers in all or part of these areas:

- Strategic HR guidance to the board and executive team
- Compliance with employment laws and regulations
- Organisational structure, talent management, and succession planning
- Policy development related to HR practices
- Executive recruitment and performance evaluation processes

general board of management responsibilities

- Attendance at bi-monthly Board meetings
- Attendance at annual general meeting
- Appropriate awareness and review of all relevant operational and financial matters
- Query and understand strategic, operational and financial decision making, as appropriate
- Ensure the compilation, review and approval of a strategic plan and annual budget
- Review the performance of the Co-Chief Executive Officers from time to time
- Endorse and approve strategic submissions to various industry bodies and funding sources
- Introduce, as required, the organization to other potential partners which may provide collaborative benefits
- Assess and make comment as required on organizational risks and mitigation strategies
- Assist the Co-Chief Executive Officers, where required, to promote the organization in a proactive manner

competencies required

- Human resource management skills
- Strategic planning
- Commercial and risk management skills
- Relationship building and communicational skills
- Stakeholder awareness skills
- Operational management skills

qualifications and experience

- Extensive experience in senior HR roles, preferably in the not-for-profit sector
- Strong understanding of Australian employment law and best practices
- Demonstrated leadership and strategic thinking skills
- Commitment to the NNF's mission and values
- Prior board experience (desirable)

APPLICATIONS CLOSE 30 SEPTEMBER 2024

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REQUIREMENT: Please email your CV and cover letter outlining why you are suitable for this board position.

