



Glenworth Valley Services Pty Ltd ABN: 42 658 080 810 T/A Glenworth Valley Wilderness Adventures

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**OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS**

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Thank you for enquiring about our **Human Resources Generalist** role at Glenworth Valley Wilderness Adventures (GVWA), Australia's largest horse riding and wilderness adventure centre.

GVWA is a multi-award winning, adventure tourism business specialising in horse riding, kayaking, quad biking, abseiling, laser skirmish and corporate team building activities. We also offer camping and horse agistment services and have recently added a new event centre and accommodation to our diverse range of experiences available on our 3000 acre wilderness property. We have been in business for more than 50 years and employ a team of 40 full time staff and approximately 60- 80 part time and casual staff.

Glenworth Valley is located 4 kilometres off the M1 Motorway via the Calga/Peats Ridge exit which is 15 minutes from Gosford. Employment at Glenworth Valley makes for a great lifestyle and ideal work environment due to the magnificent natural surroundings and the enjoyable type of work we do. To familiarise yourself with the nature of our business, please visit [www.glenworth.com.au](http://www.glenworth.com.au)

**Purpose of the role**

Take a hands on approach to achieving continuous improvement, innovation and organisational change in all HR functions of the business including People and Culture, Recruitment, Performance Management, Fair Work Act & Work Health and Safety Compliance.

**What we are looking for**

Due to strong growth and diversification of our business we are seeking a knowledgeable, passionate and dynamic Human Resources Generalist. The successful applicant will ideally be someone with a broad range of human resource generalist skills in all areas, and who applies a practical and solution orientated mind set to challenges. This is a fast-paced workplace. To be successful, you will need to be flexible, personable and enjoy variety. You will need to be able to work independently as well as part of a team, whilst regularly adapting to new work and deadlines.

The type of person we are looking for is someone who is happy and enthusiastic and enjoys working with a friendly team of people in a fun environment and culture. All applicants must be non-smoking and will be assessed using the answers provided in the GV application form and against the list of key result areas in the position description.

**Rates of pay**

The successful applicant will be rewarded with a pro rata annual salary of \$90,000 per annum (or \$99,450 including superannuation), and best of all will be joining a high quality, well established business operating in a satisfying and rewarding role. All rates are before tax and annual pay increases will be based upon the successful achievement of all the requirements of the position description.

The position is available on a permanent full time basis, with the opportunity for some flexibility to work from home. When in the office, the typical hours of employment are either 8.30am to 5.00pm or 9.00am to 5.30pm with 30 minutes for lunch.

**What to do next**

Please fill out the application form relevant to this position and return it with your resume ASAP via email to [employment@glenworth.com.au](mailto:employment@glenworth.com.au) by mail or deliver it in person. Please note that no interviews will be conducted or further information provided on the day if you choose to deliver your application in person.

If your initial application is successful, we will contact you to arrange an interview. Once again, thank you for your enquiry.

Yours sincerely,

Mia Lawler  
General Manager

## Position Description

Title:	Human Resources Generalist
Reports to:	General Manager and Chief Executive Officer
Supervises:	N/A
Hours:	This is a permanent full time position. The typical hours will generally be 8.30am – 5.00pm or 9.00am – 5.30pm Monday to Friday with some work from home available.
Breaks:	Lunch 30 minutes
Last updated:	February 2024

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### GLENWORTH VALLEY WILDERNESS ADVENTURES

<b>Our Mission</b>	Deliver outstanding Experiences including Adventure activities, Camping & Accommodation, Agistment services and Events that operate in accordance with the highest levels of customer satisfaction, safety standards and professional business practices.
<b>Our Vision</b>	Glenworth Valley Wilderness Adventures will be recognised as Australia's leading provider of outstanding Experiences including, Adventure activities, Camping & Accommodation, Agistment and Events.
<b>Purpose of the role</b>	Take a hands on approach to achieving continuous improvement, innovation and organisational change in all HR functions of the business including People and Culture, Recruitment, Performance Management, Fair Work Act & Work Health and Safety Compliance
<b>Key Result Areas</b>	<ul style="list-style-type: none"><li>• <b>People and Culture</b></li><li>• <b>Recruitment</b></li><li>• <b>Performance Management</b></li><li>• <b>FWA and WHS Compliance</b></li></ul>
<b>Key Behaviours</b>	<p><b>Team Focus</b> - Foster the development of a team culture and productive work environment consistent with GVOA's vision statement</p> <p><b>Communication Skills</b> – Takes the initiative to collaborate and communicate accurate, up to date plans and information to team members. Expresses thoughts clearly both verbally and in writing. Listens and understands others.</p> <p><b>Analytical Ability</b> – Reviews and analyses a wide variety of information and recommends an evaluated course of action.</p> <p><b>Initiative</b> – Actively seeks opportunities to add value to the business and make a contribution rather than passively accepting situations.</p> <p><b>Leadership</b> – Communicates personal vision and the organisation's vision in a manner that influences and gains the support of others.</p> <p><b>Interpersonal Skills</b> – Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.</p>

### Performance Outcomes

<b>People and Culture</b>	<ul style="list-style-type: none"><li>• Develop and implement continuous improvement, innovation and organisational change strategies that improve the performance and success of our people and the business.</li><li>• Assist the business and its leaders to ensure we are taking the best possible approach to motivate, train, reward and recognise team member achievement</li><li>• Lead by example and provide guidance to others on how to cultivate a positive, happy, supportive team culture throughout the business</li></ul>
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	<ul style="list-style-type: none"> <li>• Assist management to ensure all departments are achieving and understand the importance of providing excellent quality customer service in a happy, helpful and professional manner</li> <li>• Coordinate regular team meetings, employee training and development, team building activities and maintain high levels of moral and internal communications amongst team members</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Attract, recruit and retain quality team members, in conjunction with department managers or the GM, including reference/background checking and on boarding</li> <li>• Developing and maintaining all recruitment, position description documentation, employee and contractor agreements</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Achieve all performance management functions of the business including annual performance reviews, performance plans, KPI reviews, bonus schemes and assist with any unsatisfactory performance management issues</li> <li>• Provide HR support and assistance to managers, GM and CEO</li> </ul>
<b>FWA and WHS Compliance</b>	<ul style="list-style-type: none"> <li>• Develop, oversee and regularly update Fair Work Act and Work Health and Safety policies, procedures and ensure compliance with the businesses obligations</li> <li>• Oversee risk management compliance throughout the business</li> <li>• Assist with workers compensation/return to work plans by others</li> <li>• Provide day to day FWA and WHS guidance and support to department managers</li> <li>• Ensure all team members are appropriately inducted by relevant department managers</li> </ul>

#### **Position Qualities, Skills and General Requirements**

<b><u>Essential Qualities and Skills</u></b>	<ul style="list-style-type: none"> <li>• Previous experience in a HR generalist or HR management role</li> <li>• Highly productive, organised and ability to manage competing priorities whilst maintaining exceptional attention to detail</li> <li>• Excellent HR generalist capabilities</li> <li>• Advanced level of communication and relationship management skills</li> <li>• Superior MS Office Skills</li> <li>• Strong understanding and working knowledge of FWA and WHS legislation compliance</li> <li>• Proven experience in a busy and varied office environment</li> </ul>
<b>Desirable qualities and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the tourism, recreation, hospitality or similar industries</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Glenworth Valley is a non-smoking work environment</li> <li>• Applicants must satisfy Child Protection legislation and are required to provide a "Working with Children" clearance.</li> <li>• First Aid certificate within 3 months of commencing the role (if not current).</li> <li>• Working as required</li> <li>• Must have a current NSW drivers licence and car</li> </ul>