




Position Details

People and Safety Manager

			<h3>ABOUT US</h3> <p>Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.</p> <p>Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.</p>
<p>Mackay or Proserpine</p>	<p>Full-time \$110,000-\$125,000 p.a.</p>	<p>Corporate Shared Services</p>	

Position Overview

This is a varied people leadership role at the heart of how Reef Catchments looks after its most important assets, safety and people.

As the **People & Safety Manager**, you will lead the full spectrum of HR and WHS functions across the Reef Catchments Group. Reporting to the Director of Operations, Strategy and Business Development, you will be the go to person for everything from performance management and learning and development through to WHS compliance. You will also play a central role in building a culture where staff are connected to the organisation's strategy, supported in their growth, and set up to do their best work. You will manage a small team of four focusing on WHS and HR.

This role suits someone who is practical and people-focused, gives straight advice, and follows through. You won't just be maintaining what's already there, there's real scope to build, improve, and put your stamp on how this organisation develops its people.

Key Responsibilities

People, Culture and Engagement

- Lead the HR and WHS team members and provide ongoing managerial support and guidance.
- Partner with leaders to build a positive, inclusive, and values-driven workplace culture.
- Lead employee engagement initiatives including surveys, wellbeing programs, and recognition activities.
- Champion diversity, equity, and inclusion across all people practices.
- Manage and promote the employee benefits offering and identify opportunities to enhance it.

Learning, Development and Career Pathways

- Lead the organisation's learning and development function, working with the WH&S and Training Intern to identify and address capability gaps.
- Build on existing frameworks to create clear career pathways, including structured progression and succession planning.
- Develop a 'grow your own' talent pipeline including traineeships, cadetships, and entry-level development programs.
- Identify and grow staff technical expertise to establish recognised in-house subject matter experts.

Performance Management and Strategic Alignment

- Coordinate the organisation-wide performance review process and ensure it is aligned to the organisational strategy.
- Work with leadership to ensure staff are engaged with and contributing to organisation-wide projects and priorities.
- Support managers in performance conversations, managing underperformance, and navigating employee relations matters.

HR Advice, Compliance and Systems

- Provide timely, practical advice to managers and staff on HR policies, employment legislation, and workplace matters.
- Maintain compliance with all employment legislation including Fair Work Act obligations and award conditions.
- Maintain and optimise the HRIS (Employment Hero) and compile HR data to support reporting and decision-making.
- Support accurate payroll processing including leave data, superannuation, and FBT compliance.

Work Health and Safety

- Lead the WHS function, chair the WHS Committee, and act as the primary point of contact for all WHS matters.
- Review, develop, and maintain WHS policies, procedures, and management plans.
- Investigate incidents, manage notifiable reporting, and lead periodic workplace inspections and safety audits.
- Administer contractor and consultant WHS compliance requirements.
- Coordinate return-to-work programs in line with workers' compensation legislation.

About You

You are an experienced HR and WHS professional who is as comfortable having a tough conversation with a manager and/or employees as you are designing specific People and Safety programs for the team. You bring:

- Tertiary qualifications in Human Resources, Business, WHS, or a related discipline, or demonstrated equivalent experience.
- Proven experience across end-to-end HR functions including employee relations, performance management, and learning and development.
- Proven experience a managing team of cross functional disciplines.
- Sound knowledge of Australian employment legislation, Fair Work obligations, and WHS regulatory requirements.
- Experience coordinating WHS programs and managing safety committees.
- Demonstrated ability to build trusted relationships and influence at all levels of an organisation.
- High-level organisational skills and the ability to manage competing priorities in a busy environment.
- Competency in Microsoft Office and Google Suite.
- A current 'C' class driver's licence.

About Reef Catchments – Who we are

Our work and our people make a difference

Reef Catchments is the not-for-profit, non-government natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

[Read more on our Vision and Values here](#)

We build a strong culture- Our people are our strength

Our team is comprised of skilled and outcome-focused people who are all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. We value diversity, recognising its importance in creating our vision for resilient ecosystems and an engaged community. Our success hinges on building a team drawn from diverse backgrounds and life experiences and a commitment to deliver community and regionally relevant environmental outcomes. We are intentional and contemplative in shaping our team's culture, understanding that the perspectives and skills of our team members are vital. We embrace the notion that inclusion is a collective responsibility, central to our purpose.

Why You'll Love Working With Us

Benefits include:

- Flexible working arrangements supporting work-life balance
- Up to \$2,000 annual professional development allowance
- Career progression and succession planning opportunities
- Five weeks annual leave
- Team building activities and wellbeing initiatives

This role provides a rewarding professional career path and considerable work/life balance benefits. We offer a flexible and positive work environment, with an opportunity to enhance and build your skills and experience.

[Read more on why you'll love working with us](#)



Selection Criteria

- Tertiary qualifications in HR, WHS, Business or a related discipline, or demonstrated equivalent experience in a senior HR role.
- Demonstrated experience across end-to-end HR functions including recruitment oversight, employee relations, performance management, and learning and development.
- Sound working knowledge of Australian employment law, Fair Work obligations, and WHS legislation.
- Experience coordinating WHS programs, managing safety committees, and ensuring regulatory compliance.
- Demonstrated ability to design or improve learning and development programs, including career pathways and capability-building initiatives.
- High-level interpersonal and communication skills, with the ability to provide clear and practical advice and build strong relationships at all levels.
- Demonstrated ability to manage competing priorities, work autonomously, and deliver outcomes in a busy environment.
- Competency in HR systems and Microsoft/Google Suite.

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' section.
2. Attach your current resume.

Your application will be assessed by the selection panel based on your cover letter, resume, and any additional selection processes, which may include an interview.

For further information, please contact Human Resources on (07) 4968 4200 or via email at careers@reefcatchments.com.

Please forward your application to careers@reefcatchments.com by close of business Sunday 17 May 2026.

We are seeking to fill this role as soon as possible and will review applications as they are received. Interviews may commence prior to the closing date, so early applications are encouraged.