



Effective for: 2011

POSITION DESCRIPTION & ANNUAL ACCOUNTABILITIES

NAME: TBC **REPORTING TO:** PEAK HR Business Partner - International
POSITION TITLE: Training & HR Manager **INDIRECTLY** GM – DMC North America
DEPARTMENT: PEAK Human Resources **REPORTING TO:** President – Intrepid North America
LOCATION: Santa Rosa **MD Adventure Center**
MD Country Walkers
DIRECT REPORTS: None

POSITION PURPOSE:

The Training & HR Manager – North America is accountable for training delivery of PEAK training programs and the provision of core HR services across PEAK companies in North America. Training and staff development is a key focus of the role, and other responsibilities include recruitment & induction, management of the people management cycle (performance reviews, remuneration reviews, development planning, goal setting) and employee records management/ER compliance (employee manuals, contracts & employee records).

QUALIFICATIONS AND EXPERIENCE

Relevant tertiary qualification in HR
 Train the Trainer certification, Certificate in Workplace Training or equivalent
 Experience in the HR areas described above (1+ years preferred)

OTHER SKILLS AND ATTRIBUTES

- Personal values aligned to PEAK values.
- An ability to interpret employment legislation and maintain current employee policies & manuals
- Excellent communication and interpersonal skills
- Excellent organizational & administrative skills
- Training delivery skills
- Ability to work in a remote management environment with multiple indirect reporting lines to key client groups
- Ability to maintain discretion and confidentiality
- Well developed computer literacy skills within a Microsoft Office environment
- Working knowledge of computerised human resource information systems
- Friendly, flexible and a sense of humor!

VALUES

- We are local businesses who collaborate as one global team
- We act with Integrity
- We are customer focused and share our passion for Adventure Travel
- We drive innovation and embrace change
- We have fun and involve and develop our people
- We are socially and environmentally responsible

Accountabilities	Benchmark Measure
Training Delivery & Staff Development	Assessment of training & development needs Development & execution of 6 month rolling Training Calendar Delivery of internal PEAK - meet employee development requirements (80%+ of needs met within 6 months of review) Staff survey result for questions related to development – 4/5
Recruitment & Selection	End to end management of recruitment process (internal) Time to hire Attraction & Retention
Employee Relations & Compliance	All staff have appropriate contracts and conditions are understood Management kept informed of OHS compliance (for office)
Employee Records	Employee records maintained according to company guidelines Starters, Movers & Leavers actioned within HRIS within 2 days

Accountabilities	Benchmark Measure
	Leader records in HRIS before their first trip
Manage People Management Cycle	Support managers to ensure that: <ul style="list-style-type: none"> • Performance reviews conducted successfully • Remuneration reviews conducted successfully • Training plans developed, published and managed • Position descriptions current • Survey conducted annually
Advice to Line Managers	Advice to managers on building capability of their staff and performance management issues
HR Best Practice	Implementation of Global HR Best practice policies & guidelines Utilization of HR Best Practice guides
Staff Benefits	Monitor staff benefit offerings (finance to be accountable for administration) Negotiate & renew plans annually (with assistance from Finance)
Leader Recruitment & Training	Ensure that leader training is delivered in accordance with the PEAK Global Training Framework, including facilitation of the program and delivery of modules as required.



Training & HR Manager Application Form

The Company

PEAK Adventure Travel Group is a global, independently-managed business of adventure travel companies. PEAK Adventures consists of 20 businesses around the world that together, take 340,000 passengers to all seven continents. It is the global leader in adventure travel, offering an unrivalled range of adventure products, experiences and destinations. Currently PEAK has 11 Destination Management Companies (DMC) around the world, operating adventure travel itineraries for brands such as Intrepid, Peregrine and Exodus... and other adventure travel brands within the PEAK Group.

The Role

The position will be based in Santa Rosa, and report to the International HR Business Partner in Melbourne. The role will have a strong focus on training & development for the region – delivering and coordinating staff training as well as support the businesses in recruitment, employee records, benefits, compliance and key HR processes such as performance reviews. This role has room to grow into a more senior HR position in the future.

Email enquiries to Emma Sanders, International Business Partner at emma.sanders@PEAKadventuretravel.com

Applications for this position will continue to be accepted until Monday February 20th 2012.

TO APPLY: Please **respond to the Application questions below**, and forward this together with your resume to: rachael.harvey@PEAKadventuretravel.com

APPLICATION QUESTIONS:

1. What interests you most about this role?
2. What previous work experience do you have that you believe has perfectly prepared you for this role?
3. What training programs have you delivered, and to what level (eg. General Staff, Management, Senior Management etc)?
4. In your previous HR role/s who were your key internal customers (eg. employees, frontline managers, senior managers, Executive team)
5. List 3 areas of HR you would consider your strongest specialisation (eg. recruitment, training, HR process management, compensation, benefits, HR administration etc.)
6. What areas of HR would you like to learn more about / gain experience in?
7. What are the most important things that you value or you want to gain from your work?
8. Please confirm that you are eligible to work in the US, and hold a valid passport with no travel restrictions.
9. The base salary range for this position is 45-55K (depending on experience) plus eligible to participate in performance pay scheme.
10. If you were successful, when would you be available to start?

Please **briefly** outline your ability to meet **each** of the above requirements.

Thank you. Due to the expected number of applications, only successful candidates will be contacted.