



Carrington

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Human Resources / WHS Officer

- Full time or Part time, hours negotiable
- 9 month Maternity Leave contract commencing February 2022
- Camden Location

We are currently seeking an experienced HR practitioner with a focus on Safety to join our People & Culture Team for a 9 month maternity leave contract. The role provides WHS and HR advice and support to all key stakeholders. A key responsibility of the role will be to implement and maintain WHS Management Systems, manage WorkCover Claims, and take initiatives to build a strong workforce culture amongst all employees.

Reporting to the Executive Manager of People and Culture you will be proactive and collaborative in your approach. This role is responsible for all aspects of WHS including RTW, WHS Compliance, Workers Compensation, as well as working with the People & Culture Team on HR projects and supporting our customers with general HR advice and support.

Your high level attention to detail and adaptability and resilience will assist you in our fast paced and ever changing environment.

Key functions of the role include:

- Design, implement, maintain and promote a Health & Safety Management System.
- Maintain our WorkCover systems, Workers Compensation claims and injury management process.
- Manage and develop Return to Work plans.
- Undertake or support investigation into serious accidents or high potential near loss incidents, identify root causes and implement corrective actions.
- Provide advice to stakeholders and customers on HR related matters, escalating issues where appropriate.
- Coordinate and administer talent acquisition, on-boarding, induction, learning and development programs and reporting in the conjunction with the People & Culture Team.

Role requirements:

- Well-developed communication, interpersonal and relationship building skills.
- Qualifications in HR or WHS, or equivalent experience.
- Working knowledge of relevant legislation including WHS and Fair Work Act.
- Experience in coordinating WHS function including WorkCover claims and designing RTW Plans.
- Strong work ethic with ability to multi task, prioritise and meet deadlines.
- High level computer skills, with experience in use of HR Information Systems highly desirable.

In return you will receive competitive remuneration, excellent working conditions, full NFP salary packaging benefit, and access to many other employee incentives.



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Part time or job share arrangements may be considered for this role.

Offer of employment will be subject to a national criminal check specific to vulnerable persons and evidence of full COVID-19 vaccination.

For further information about the role, please contact James Brassil on 0490 305 596.

Applications in writing should be sent to the Human Resources Advisor,
e-mail: recruitment@carringtoncare.com.au

Applications close: Sunday, 23 January 2022