



Carrington

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## **Human Resources Advisor**

- Full time or Part time, hours negotiable
- Maternity Leave contract to December 2022 with possibility of extension
- Camden Location

We are currently seeking an experienced HR practitioner join our People & Culture Team for a maternity leave contract to December 2022 with possibility of extension.

The role provides generalist HR services, advice and support as a partner to key stakeholders. Key areas of accountability include HR business partnering, talent attraction, performance and conduct, on boarding, and a proactive approach to support 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, work well in a team and be able to hit the ground running. Your high level attention to detail and adaptability and resilience will assist you in our fast paced and ever changing environment.

Some experience in WHS Management Systems, workers compensation & return to work would be an advantage, but isn't essential.

### **Key functions of the role include:**

- Provide advice to stakeholders and customers to address and resolve a wide range of 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.
- Support WHS systems, Workers Compensation claims and injury management process, including Return to Work plans.

### **Role requirements:**

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

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

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 three doses of a COVID-19 vaccination.



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

If you are excited by this role then we look forward to receiving your application, including a copy of your resume and a short cover letter expressing your interest and suitability for the role. Please direct to the Senior Human Resources Advisor,

e-mail: [recruitment@carringtoncare.com.au](mailto:recruitment@carringtoncare.com.au)

**Applications close: Sunday, 29 May 2022**

***Previous applicants need not apply***