



Exceptional learning and care

Human Resources Consultant Part-Time Integricare Group Services

Position

Integricare is a not for profit Christian organisation committed to providing high quality family and children's services since 1882. An exciting opportunity exists for an experienced and commercially oriented Human Resources Consultant to join our Operations Team at our Group Services Office. The role is part time, 3 - 4 days per week (by negotiation).

Working at Integricare, you will be part of an organisation with a strong heritage and commitment to excellence in all we do. You will have access to opportunities for professional development, our employee wellness program, flexible work hours and policies that support working families.

Reporting to the Chief Operations Officer you will have opportunity to stretch your wings and cover a broad range of HR and related activity. Located at Sydney Olympic Park the office is close to transport and all the amenities of the Park precinct and adjoining parklands.

Key responsibilities

Providing service to 250 employees spread across 15 sites, this role will involve overseeing performance management, recruitment and selection activity, OHS and Workers Compensations Management, Industrial and Employee Relations. Additionally, the role serves as a support for a culture of excellence acting as a point of contact for employees and administration of training and induction programs and ad-hoc reporting. All sites are Sydney based, and the role will require frequent travel to each site. The role is newly created and you will have some capacity to influence your own focus.

Expertise

You will have exposure to a broad variety of HR practices (Recruitment/Training/IR/OHS/Workers Compensation/Payroll etc) and be prepared to both learn new skills and apply your knowledge to new areas.

The capacity and drive to learn new skills quickly is more important than having experience in every aspect of the role. An orientation towards detail and passion for delivering excellent service will be key to your success.

Qualifications & Requirements

Formal relevant general qualifications such as HR or Business
Certification in specialist areas such as training or OHS will be well regarded
Current Working with Children Check (or ability to achieve the same)
Experience supporting managers in a multi-site environment

Knowledge of a broad range of contemporary HR practice
Current NSW Drivers Licence
Capacity to support our Christian ethos

We can be flexible if you can be flexible and we welcome applicants seeking to balance carer commitments, study commitments or other commitments.

For applications, please email pbetts@integricare.org.au

We regret that only short-listed candidates may be contacted.

www.integricare.org.au

Integricare is committed to equal employment opportunity and cultural diversity