

Position Vacant 2019

Department:	HUMAN RESOURCES
Job title:	HUMAN RESOURCES COORDINATOR – MATERNITY LEAVE CONTRACT
Applications open:	THURSDAY 18th JULY 2019

National Trust of Australia Queensland (NTAQ) is a membership-based organisation & registered charity that works to protect, conserve and celebrate the Environmental, Built and Cultural heritage of our State. This role is based Currumbin Wildlife Sanctuary (CWS) which is the head office and largest property within the NTAQ portfolio; home to a varied collection of Australian Wildlife and exotics animals located near to beautiful Currumbin beach.

Our varied and interesting workplace operates across multiple industries within a Tourism environment. This organisation places a high emphasis on our people and culture and therefore is seeking a HR Coordinator who will champion our company values in all aspects of job performance. This is a fast-paced, diverse role will cover all aspects of the Human Resources including but not limited to, managing recruitment, providing advice, performance management and coordinating workplace policies and procedures.

Details about this Position:

As the successful applicant, you will be an experienced and motivated HR professional, with the skills and confidence to deliver highly effective people engagement strategies within a Tourism environment. You will work collaboratively as part of a small HR team which holds responsibility in supporting our staff and volunteers across the state. Your expertise will be regarded as a valued contribution to the success of the HR team in supporting this organisation.

- Develop and maintain strong working relationships with all levels of management and team members across the business, including external stakeholders.
- Capably manage end to end recruitment using Myrecruitmentplus software and all other onboarding tasks including, employment contracts and inductions.
- Bring genuine experience in using best practice HR processes that favourably promotes the company brand in compliance with policy and legislative requirements.
- Conduct performance management and training activities as required.
- Be a company culture champion; manage the company reward and recognition program and other HR programs.
- Contribute to the development and implementation of HR initiatives and systems.
- This position is a 6 Month Maternity Leave Contract with the possibility for extension. Commencement Date will be Mid-September to ensure adequate hand over is provided.
- The successful candidate may be required to provide a current satisfactory police check.
- This is a full time salaried role with ordinary working days of Monday – Friday. There is however an expectation of weekend and holiday period work as may be required, based on the needs of the business and the nature of the role.
- Non-smokers are preferred.
- You must be comfortable to work alongside Aussie Wildlife, including birds, snakes and reptiles.

Selection Criteria:

1. A formal tertiary qualification in Human Resources or related field is required.
2. Minimum 4 years of relevant HR experience at a similar level in a medium-size commercial or not for profit enterprise.
3. Australia Human Resources Institute (AHRI) accreditation is highly desirable.
4. Must have a warm and welcoming personality and professional standard of presentation, able to engage quickly and act as an effective ambassador for our company brand.
5. Requires exceptional organisational skills interpersonal communications skills, effective negotiation and customer service skills in order to work effectively within a fast paced and diverse HR environment.
6. Must demonstrate strong team work skills and demonstrate high level professionalism at all times.
7. Very high level of verbal and written English is required with the ability to write vacancy notices.
8. Previous experience in performance coaching and performance management is essential.
9. Must have high level initiative, problem solving skills and project management skills.
10. Demonstrated mid-high level capabilities in Microsoft Office suite of products and Human Resource software systems.
11. Knowledge of Industrial Relations and basic employment law principles is essential.

How to Apply

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: employment@cws.org.au. Thank you.