

HR Advisor

Mackillop Family Services is one of the largest providers of specialist support services to vulnerable and disadvantaged children, young people and their families in South-Eastern Australia.

Mackillop Family Services currently has an exciting opportunity for a full-time HR Advisor to join the HR team. Reporting to the Director Human Resources, this role will provide HR advice and services across a broad range of activities as well as playing an essential part in the efficient running of the HR Unit.

The position is responsible for tasks including:

- Undertake full range of functions for recruitment, selection and appointment for specified positions
- Assist in the monitoring of HR compliance issues and undertake general HR administrative functions
- Contribute to the development, implementation and monitoring of policies and procedures
- Provide an advisory service to specified Programs and Units on HR management, workplace relations and WHS matters to line management and staff
- Undertake HR project work as directed

The successful candidate will have tertiary qualifications in Human Resources management or related discipline, with a knowledge of and experience in the application of contemporary HR procedures and practices. This opportunity will suit a highly motivated self starter who has a keen interest in HR, a high level of organisation and time management skills, analytical and problem solving skills, in addition to a high degree of personal integrity and communication skills.

For further information please contact Nicholas Fussell ph. (03) 9687 7166 or email: Nicholas.fussell@mackillop.org.au