



## NOW HIRING!

# Human Resource Officer FULL-TIME POSITION

Do you want to work for Australian Croatian Community Services (ACCS), an organisation committed to changing lives and making a difference to the community?

ACCS provides basic and comprehensive in-home care, weekly social support groups and one off projects related community participation and active ageing. We also offer pre-accredited basic computer courses and Croatian language classes for adults.

### About the role

We have a very exciting opportunity for a Human Resource Officer to join our outstanding team.

As the Human Resource Officer, you will be able to draw on your exceptional people, communication and administration skills to provide a key interface between People Culture and Wellbeing, candidates, employees and managers. At ACCS, we are dedicated to developing our teams professionally, and are looking for an employee that will embrace new challenges within a rapidly expanding industry.

### Key accountabilities:

- Recruitment, selection and induction of all new staff in consultation with Department Managers.
- Ensure Recruitment is in-line with ACCS policies, procedures, and legislative requirements
- Coordinate and assist Managers with staff performance management and reviews
- OH&S compliance, injury management and return to work plans.
- Administration of OH&S systems
- Support staff health and wellness
- Coordinate and administer training programmes and records
- Support and administer the identification of current and future skills and training needs
- Support the development and implementation of succession planning initiatives
- Provide HR advice and interpretation of ACCS policies and procedures and Industrial Relations Legislation.

### Qualifications and essential skills:

- Skills, qualifications and experience in Human Resource Management.
- Outstanding people & communication skills.
- Proven leadership and decision making skills.
- Experience in Aged Care sector beneficial.
- Ability to speak Croatian highly desirable.
- Highly developed written and verbal communication skills.
- Well-developed computer skills (MS Word, MS Outlook, client management system).
- Ability to work without supervision, demonstrate initiative and work effectively under pressure in a team environment.
- Demonstrated ability to multitask, prioritise and meet tight deadlines.
- Ability to identify problems and take corrective actions.

If you believe you are the right person for this position, please send your covering letter addressing selection criteria above, and your CV to [senkag@accs.asn.au](mailto:senkag@accs.asn.au) by **COB Wednesday 31 January 2024**. Only applicants who genuinely meet the criteria above will be considered. For more information please contact:

**Senka Grancieri, Operations Manger**

**Contact number: 0498 850 740.**

Visit our website [www.accs.asn.au](http://www.accs.asn.au)