


human resource coordinator

- **Unprecedented organisational growth**
- **Play a vital role in this rapidly expanding sector**



Carers NSW is the peak organisation for carers in the State. The association supports relatives and friends who are caring for people with a disability, mental health problem, chronic condition or who are frail aged. With the heightened profile of carer issues and increased funding for carers at both a State and Federal level, this is an exciting time to join Carers NSW.

In this multi-faceted role you will advise the CEO and Executive Managers on various HR issues, while ensuring effective HR systems for the ongoing management and operation of Carers NSW. You will also coordinate all aspects of staff recruitment and selection, develop and maintain organisational HR policy and procedures, and provide ongoing HR support to the management and staff of Carers NSW.

You are ideally tertiary qualified in Human Resource Management or another related field and have demonstrated experience and strong knowledge of HR across a number of functional areas. Demonstrated skills in HR/OH&S practices and policies and experience in employee relations and coaching would also be desirable, along with an understanding of the not-for-profit sector.

If you would like to use your skills to support the vital work of carers in our community, please call Olivia Ryan on 02 8243 0570 or send your resume to cv@ngorecruitment.com quoting Ref #: 28 659.