



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

Human Resources Manager

- **Full time permanent position in Box Hill location**
- **Providing generalist human resources support for whole organisation of 300+ employees**

About the opportunity

CCSSCI has a newly created position opportunity for an experienced Human Resources Manager to join our organisation. This position will be responsible for the day-to-day generalist HR tasks and functions in line with organisation policies and procedures. Provide advice and support to leaders with managing employee relations matters as well as assist with the Work health and safety (WHS) of WorkCover claims and Return to work. Also to work alongside our CEO, COO, Director of Nursing, Director of Community Services and Director of Finance to successfully administer and execute all HR processes for our organisation of 300+ employees.

Key Responsibilities

- Serve as a point of contact for HR-related inquiries, providing timely and accurate information to employees;
- Collaborate with managers/supervisors to address employee concerns and facilitate effective communication;
- Provide advice and support to leaders with managing employee relations matters including performance management, disciplinary and grievances;
- Design and drive the implementation of initiatives and strategies to support well-being and positive productive workplace culture;
- Setting up, maintain, implement and update HR policies, processes, and procedures to streamline existing efficiencies;
- Managing employee relations matters, including grievances, disputes, and disciplinary actions, coordinating employee review program;
- Manage Work health and safety (WHS) with return to work and Workcover claims process;
- Support investigating and reporting workplace incidents, ensuring timely resolution and implementing preventive measures.
- Coordinate the employee life cycle including letters of offer, on-boarding new starters, variations and maintaining employee records through to offboarding.



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To be successful in this role you will need:

- Well-developed skills in verbal (English, Cantonese & Mandarin) and written (English & Chinese) communication.
- Bachelor's degree in Human Resources, Business Administration, or a related field
- Previous experience in HR and Administration Management or Operations Management or in a similar role.
- Strong understanding to interpreting and implementing relevant employment laws, awards, and agreements.
- Proven experience in high-volume, end-to-end people management including resolution of workplace conflicts and ensure compliance with legal requirements.
- Possess a combination of strong and effective communication skills, strategic thinking and problem-solving abilities to support the overall business strategy.
- Qualifications in HR or Operations Management is preferential.
- Highly intelligent and able to make decisions quickly and accurately.
- Excellent people management skills.

Before starting work with us, you will need to undertake a National police check and International police check if you have resided overseas for more than 12 months in the last 10 years.

How to Apply

If this sounds like you, apply now together with your Current Resume and Cover Letter.

For more information, please visit www.ccssci.org.au/join-us/careers for job description or email jobs@ccssci.org.au.

Applications close on Tuesday 19 March 2024.