

HR and Quality Team Leader

St George Community Transport Limited (STGCT) is a not-for-profit organisation that has been operating in the St George area for over 30 years and is committed to improving the lives of its customers by encouraging and facilitating their mobility, independence and sense of community.

We are looking for an experienced Human Resource and Quality Team Leader who can support the business during a period of growth to remain compliant under Transport, Disability and Aged Care Standards and support the management team in the professional delivery of recruitment, selection, induction and other associated human resource functions.

Key elements of the role include, but are not limited to:

- Coordination and preparation of recruitment packages and associated documentation.
- Support for the performance management process and its outcomes.
- Management of HR systems and documentation.
- Lead the compliance team to meet the requirements of the Transport, Aged Care and Disability Standards.
- Conduct internal audits and provide training for team members on quality control and compliance.
- Ensure there is a centralised system for the control of documentation and that documents are revised and updated in a system of continuous improvement.
- Provide ongoing project support for the management team on Corporate projects.
- Administer and coordinate the WHS systems in the office and support the Transport Coordinator in the WHS Compliance of the fleet.

The right applicant will have:

- Tertiary qualifications in business, commerce, human resources or a related field.
- Knowledge and understanding of employee relations legislation and work health and safety legislation.
- Proven experience in quality assurance and quality management processes.
- Ability to work in a flexible, multi-tasking environment

STGCT is an equal employment opportunity employer and encourages applications from people from an ATSI background. Please email your CV and cover letter addressing the Selection Criteria to Carol Strachan at carol.strachan@stgct.org.au.

Applications close Friday 24th May 5.00pm