



Transforming lives through education, training and employment



## People and Culture Co-ordinator

Centacare Employment and Training  
West Perth, Perth WA  
Full time

We are seeking an enthusiastic People and Culture Coordinator to join our supportive team in West Perth. Working as part of the Corporate Services team, you have the opportunity to work autonomously and make this role your own as well as part of a collaborative team to implement our strategy and vision.

### **About Us**

At Centacare, we believe that education and training can help to break the cycle of adversity and create opportunities for a brighter future. Our vision, "to transform lives through education, training and employment" has underpinned the basis of our organisation for over 45 years. Our individualised, quality education and training programs change people's lives, making us a preferred provider in the industry. We recognise that this is made possible by our passionate and dedicated staff, which is why we work hard to provide a positive, collaborative and nurturing culture.

### **About the successful applicant**

They will be responsible for all human resource related activities, such as recruitment & talent management, staff wellbeing & development, as well as

workplace health & safety (WHS). They will also enjoy the challenges that arise from the variety this position will provide, whilst also being comfortable in the routine requirements of the role.

Main responsibilities will include:

- Use innovative methodologies to attract and retain high calibre staff to join the Centacare team;
- Review workplace culture and staff wellbeing, provide HR support as required and feedback to senior management;
- Undertake all HR administration such as maintaining policies, contracts, onboarding of new staff, keeping up to date with changes in legislation;
- Provide support towards incident investigation and conflict resolution as well as performance management of staff where required;
- Identify and manage potential risks to health and safety in the workplace;
- Provide payroll support as and when required.

### **Selection Criteria:**

#### **Essential**

- Relevant tertiary qualifications in Human Resources;
- 2+ years of demonstrable experience in HR;
- Demonstrated knowledge of relevant legislation and regulation governing employment, remuneration and WHS;
- Displays a high level of drive and enthusiasm;
- Proficient Computer skills;
- A current National Police Clearance and a Working with Children Check.

If you know of anyone who would relish this opportunity to broaden their HR expertise, please ask them to contact Kate Richardson for more details or apply with a cover letter and resume at [hr@centacarewa.com.au](mailto:hr@centacarewa.com.au)