

# POSITION VACANCY ADVERTISEMENT



## *People & Culture* **People & Culture Officer** *76 hours per fortnight (1 EFT)* *On going position*

### **The Position**

An exciting full time, ongoing position is available for a well-rounded, experienced, confident P&C Officer.

As part of a small team, this role has a focus on payroll, recruitment and training and would suit someone with at least 3-years experience in end-to-end payroll processing. The position will also have opportunity to be involved in performance development, work health and safety and compliance. The role will also be responsible for administrative activities for the P&C team including contract generation, policy & process updates and general support functions for day to day activities.

We are looking for someone with strong attention to detail and self-organisation skills. You will be comfortable working both autonomously and collaboratively within a supportive, busy team, and keen to share your ideas on continuous improvement opportunities.

The successful applicant would be eligible for benefits such as salary packaging as part of their remuneration and flexible work options are available.

For further information about the position contact Nicole Birks – Executive Leader People & Culture on 5406 1221.

*Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.*

Applications addressing the **Key Selection Criteria** should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 5.00pm on Sunday 6<sup>th</sup> June 2021.

*Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on 5406 1221 if an automatic acknowledgement has not been received.*