



Human Resources & Workplace Health & Safety Manager

Mort & Co is seeking to employ a person with Human Resources and Workplace Health and Safety skills and qualifications. Based at the Toowoomba head office this role provides HR & WHS advice, support and resources to the business three feedlot and farm sites. It involves working closely with relevant management across the business in the following activities.

- Group HR & WHS systems maintenance, review and improvement
- Documentation review, development & deployment
- Recruitment
- Industrial relations and enterprise bargaining
- Performance management
- Workforce planning & succession
- Metrics and reporting
- Internal auditing
- HR & WHS strategy formulation
- Advice in HR & WHS matters
- Advice to group payroll

Reporting to the General Manager Feedlots & Farms, this is a diverse, hands on role within a growing business. The position requires regular travel to the business sites at Dalby, Cecil Plains & Inverell. It will involve working closely with relevant staff at these locations in HR & WHS activities.

The successful applicant will have

- Ability to develop respect and trust with internal business constituents
- Relevant tertiary qualifications and/or certifications
- Understanding of relevant HR & WHS legislation & regulatory frameworks
- Excellent communication skills
- Excellent written & documentation skills
- Previous relevant job experience

We look forward to hearing from suitably qualified persons with covering letter, resume & details of referees sent to: Mort & Co HR & WHS Manager, PO Box 758 Toowoomba, Qld 4350, or email to Rebecca.Gordon@mortco.com.au marked Attention Scott Braund. For further information contact Scott Braund on 0427618622 in business hours. Applications close 26th June 2016.