



## CHILDREN'S SERVICES INC.

*educating and caring for our children*

### Human Resources Advisor

- Part time, 22.8 hpw
- Flexible working arrangements
- \$76K package incl. super (\$45,700 pro rata)
- Broadway location

SDN Children's Services is as passionate in 2010 about our mission of providing high quality early childhood education and care, addressing inequalities and strengthening families and communities as we were when we started in 1905.

An exciting newly-created opportunity is now available for a HR Advisor to provide advice, support and training to SDN staff and management to enable them to achieve organisation and people objectives.

Reporting to the Director of People and Culture this role will act as a consultant resource available to support SDN managers in all aspects of people management (for e.g. recruitment, remuneration, change management, employee relations, performance management and OH&S) as well as managing specific HR projects and initiatives.

#### To be successful in this role you will possess:

- Tertiary qualifications in Human Resource Management or a related discipline
- An ability to give accurate and timely advice on HR policies and practices
- Strong communication and influencing skills
- Previous experience providing consultative advice in a HR environment
- Excellent customer service and internal consulting skills
- Project management skills
- Highly developed analytical skills

This position is available on a part-time basis, working **22.8 hours per week with flexible working arrangements**. Priority of access for your child would be available at one of our centres at the staff discounted rate.

For further information regarding this opportunity, please contact Ms Joanna Mallon, Director People & Culture on (02) 9213 2444. To view the position description, please visit our website at [www.sdn.org.au](http://www.sdn.org.au). Candidates **must** address the selection criteria in their application; resumes on their own will be disregarded. Applications can be sent to either [careers@sdn.org.au](mailto:careers@sdn.org.au) or Ms Joanna Mallon, Director of People & Culture, PO Box 654 Broadway, NSW 2007 **by COB Monday 1 March 2010**.

**Previous applicants need not apply.**