

HSE Operations Coordinator

Orange NSW

Enjoy the lifestyle benefits of regional living while working for a high performing, growing and dynamic business.

Paraway Pastoral Company Limited owns and operates a diversified portfolio of large scale cattle and sheep stations across the East-Coast of Australia. Paraway is one of Australia's largest pastoral land owners and operators with a total combined land holding of over 4.4 million hectares.

We are currently seeking an enthusiastic and skilled **HSE Operations Coordinator** to support our Work Health Safety Manager and our Land, Environment and Sustainability Officer.

To be successful, you will be a strong communicator and able to naturally engage and build relationships with people at all levels of the organisation.

Your Responsibilities will include:

- Administration and maintenance of multiple risk registers and compilation of reports for the leadership team
- Coordinate release and promotion of Health, Safety and Environment alerts, updates and training material
- Effective case management of active workers compensation claims
- Assist with developing and coordinating safety inductions for new starters
- Provide general administrative support to the function leaders
- Participating in process improvements and other strategic projects as requested.

Applications are invited from proven performers with the ability to demonstrate the following competencies:

- 2-3 years' experience in an administrative Health and Safety role in a complex corporate environment
- An effective communicator and influencer with the ability to develop and maintain relationships at all levels with high approachability
- Ability to work under pressure, exhibiting strong problem solving skills
- Excellent organisational skills with the ability to prioritise workloads and meet competing demands
- A Certificate IV in Work Health Safety and/or Return to Work Coordinator Certificate is advantageous

Reporting to the Work Health Safety Manager and Land, Environment and Sustainability Officer, this role will be an important part of the team with an opportunity for future development.

Market competitive remuneration package is on offer, commensurate with experience with the opportunity for travel. Having an interest and passion for agriculture would be highly beneficial.

Applications close 23 November 2018. Applications are to include a cover letter addressing your suitability for the position and a resume outlining your experience, to: employment@paraway.com.au Paraway promotes an inclusive and diverse workforce. Candidates will be required to undergo pre-employment checks which may include criminal record checking.