Our innovative and growing company is searching for experienced candidates for the position of people consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for people consultant

- Own your own portfolio of projects and deliverables as we execute on our people strategy
- Responsible for the smooth running of P&P operations including recording and managing people movements, reporting and WH&S injury management
- Communications as part of the rollout and change management activities associated with strategy execution
- Passion, energy and pragmatism when working with senior stakeholders
- Ability to confidently and effectively communicate, both written and verbally
- Ability to think quickly and flexibly, to learn and synthesise new and/or complex information and be able to examine data and problems carefully
- Organising all training logistics such as printing, catering, invitations, room bookings, post course evaluations and pre-work where required
- Communicating to facilitators, attendees and internal stakeholders in a clear and timely manner, including managing the Talent Development in boxes and intranet pages
- Liaising with offshore colleagues to ensure accurate registration and attendance records in the Learning Management System
- Managing the calendars and coordination of the national service line curriculums

Qualifications for people consultant

- Relevant degree required
- Master's degree in human resources, organizational development, learning, business or related field preferred
- We'd love to see the work you are proud of, and the amazing things you have done so far
- It will be advantageous (but not absolutely essential) if you have a professional HR, Digital or Marketing qualification (but please see the bullet above!)