



**PANTHERS GROUP**

## **RTW/ Human Resources Coordinator Permanent Full-Time Position**

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Panthers Group is one of Australia's leading entertainment and leisure providers with 6 Clubs across NSW and ownership of the Panthers NRL Rugby League Club. We are a proud community organisation and are well regarded for providing a pleasurable and entertaining experience for our members, their guests and visitors. We currently have a RARE and EXCITING opportunity for a highly motivated Human Resources Professional with a wealth of Return to Work experience and a passion for WHS to join our close-knit team.

Being in the hospitality industry, our workforce is varied and you will find yourself working with employees from a variety of backgrounds and professions. Based at our corporate office located in Penrith, this role reports directly to our Group Human Resources Manager.

In this pivotal role, you will be part of a passionate and driven HR team in a position which encompasses a full strategic and operational remit. Much of this role will involve assisting in all HR tasks and specifically taking care of our RTW/WHS portfolio. Although this role will predominately be placed at our Penrith site, you will be required to regularly travel to visit all of our Clubs across NSW.

### **Your Primary Responsibilities will include:**

- Perform a variety of HR tasks in relation to recruitment, training and development, performance management and disciplinary matters.
- Manage all workers compensation claims to achieve the best outcome for all parties.
- Liaise with injured employees, managers, insurers and medical and rehab providers to manage injuries, monitor claims and ensure progress is being made.
- Implement and monitor effective return to work plans.
- Manage all related administration, including notifying injuries to insurers, calculating weekly compensation payments, reconciling compensation reimbursements, and ensuring consistency and accuracy of information.
- Provide advice to managers on compliance and legislation in regards to Workers Compensation and Workplace Health and Safety.
- Conduct claims reviews with insurers and monitor costs of claims and yearly premium figures.
- Assist our teams to develop and maintain safe working practices.
- Maintain and develop effective WHS strategies, policies and procedures.
- Undertake WHS investigations and participate in WHS Committee meetings.
- Facilitate the sharing of WHS risks and strategies between our sites.
- Promote WHS initiatives across all of our venues.
- Coordinate Public Liability claims with our claims management agent, broker and insurer and maintain records.
- Coordinate the renewal of our workers compensation insurance policies and compile yearly wage declarations.
- Provide detailed and accurate reports on claims and costs for management on a monthly, quarterly and yearly basis.
- General and ad hoc administration duties;
- Assist the HR department on a daily basis and contribute to team meetings and the strategic direction of the department.

### **To be considered for this role, you will have:**

- At least 5 years' experience in a similar HR orientated role.
- A strong understanding and working knowledge of current Workers Compensation legislation.
- The proven ability to introduce and maintain effective WC, WHS and RTW policies, procedures and strategies.
- A positive, assertive and compassionate approach as you focus on rehabilitating injured employees.
- Great communication skills to communicate with employees, medical practitioners and managers from a variety of backgrounds.
- Good organisational and administrative skills.
- Intermediate computer skills, proficient use of Microsoft Office Suite and thorough administration practices.
- Return to Work certification.
- A keen interest in WHS with a view to completing formal qualifications within this area of business.

Remuneration will be commensurate with skills and experience. You will need to be available to work standard business hours and be free to travel across the state. If you believe you have the skills, experience and most of all PASSION to excel in this position, please apply today.

### **Want to Apply?**

Please send your Cover Letter and Resume to: -  
[employment@panthers.com.au](mailto:employment@panthers.com.au)