

Sustainable planet. Better future.



## Advertisement

# Corporate Services & HR Specialist

Ready for a new and exciting journey? Corporate Carbon is looking for a motivated and experienced Corporate Services & HR Specialist to join our team. As a pivotal and standalone role in our People, Engagement & Compliance team, you will play a key role in providing essential assistance to the broader organisation. You will be responsible for ensuring the implementation of best practices in business services, people & engagement, and office management, thereby bolstering the operations of our diverse business ventures and interests. This is an exceptional opportunity to make your mark in one of Australia's most exciting industries. If you're ready to take the next step in your career, we'd love to hear from you.

## 1. About Corporate Carbon

Corporate Carbon, incorporating the Corporate Carbon Group of Companies, is one of Australia's largest multi sector carbon project developers. We create new solutions for carbon market participation from carbon abatement activities. Our involvement ensures emissions reductions and co-benefits for the environment, individuals and businesses.

Our vision is: Sustainable planet. Better future. Our purpose is to accelerate global transformation and transition to a decarbonised economy. We demonstrate leadership in carbon project development, leveraging technology, innovation and navigating complexities – through multiple methodologies in multiple sectors.

We value respect, leadership, excellence, collaboration and flexibility.

We are a highly innovative company, experiencing strong growth. We have built a strong reputation as thought leaders in the climate sector.

Join our team and enjoy a work-life balance that's second to none! Our company offers a **fantastic hybrid & remote working policy** that allows you significant working location flexibility. You'll also receive **two bonus leave days** per year to recharge your batteries and come back stronger. When you are at the office, our building's **on-site gym and health facilities** will keep you in top shape, while our **Employee Assistance Program** will provide you with the support you need to overcome any challenges that come your way. And that's just the beginning! We want our team to feel valued and appreciated.

## 2. The role

The purpose of the **Corporate Services & HR Specialist** role is to provide essential assistance to the People, Engagement & Compliance team, as well as the broader organisation. The role ensures the implementation of best practices in business services, people & engagement and office management, thereby bolstering the operations of Corporate Carbon's diverse business ventures and interests. As a stand-alone role, it is uniquely positioned to make a varied and significant impact across the company.

Success in this role requires a multifaceted skillset that includes office management and administration, human resources advisory, procurement, policies, processes and procedures, engagement, marketing, legal and communications, and team support. You will be responsible for delivering a broad and continually



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evolving range of business support services to an excellent standard of work, often with unavoidable constraints. You will need to maintain accuracy and attention to detail, often while under pressure and working to tight deadlines. You will also need to negotiate and juggle priorities on what is important to deliver.

The role offers a unique opportunity to develop relationships with internal and external stakeholders, including Corporate Carbon directors, staff and contractors, accounts payable suppliers and accounts receivable clients, government and industry bodies, and facilities management and other external contractors. The successful candidate will be provided with the opportunity to work in an agile, engaging and flexible work environment, and receive a competitive salary package and significant on-the-job training and professional development. Flexible working arrangements, including a combination of working from home and the Sydney CBD, are available.

### 3. About you

- **Accountable** – Take responsibility for own performance, initiative, actions, impact on others and team performance - and encourage this in others.
- **Adaptable** – Embrace change and flexibility, demonstrate comfort with ambiguity and complexity, and support others through transition. Maintaining calmness and persistence in the face of challenge or adversity, adjust and bounce back from challenging experiences.
- **Striving** – Show drive and motivation in the interests of the business and clients, identify opportunities, are proactive around improvements, focus on goals and prioritise work for the greatest impact. Takes reasonable and well calculated risks in the interest of the business and within parameters and seek out boundaries when unsure.
- **Imaginative** – Look for possibilities and opportunities for creative solutions, show curiosity and openness to new ideas, and think outside the box.
- **Authentic** - Communicate honestly and openly, maintain integrity, express own views and align intent with impact. Apply high standards of ethical behaviour and demonstrates our values.

### 4. Knowledge and experience

- Qualifications in business administration, communications or equivalent and / or least 3-5 years' experience in a business service, HR, administration and/or operations role.
- Demonstrated experience in administration, operations and business analysis, compliance, WHS, HR and communications processes and systems.
- Advanced level Ms Office 365 applications.
- Exposure to and / or relevant experience in HR systems, website and social media platforms, project management principle and other relevant business applications.



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## **5. More information and how to apply**

You can find out more by reading our [overview](#) of what it's like to work for Corporate Carbon and review the detailed [role description](#) to see if you meet the criteria and think Corporate Carbon could be the right place for you, email us your resume and application at [info@corporatecarbon.com.au](mailto:info@corporatecarbon.com.au).