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Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job Title Human Resources Advisor

Location	Perth, Australia
Contract	Full-time, permanent
Responsible to	General Manager
Core Purpose	<ul style="list-style-type: none">• The HR Advisor plays a key role in delivering efficient, effective, and people-focused HR support across the organisation. This role is responsible for advising on best practices for recruitment, retention, employee relations, onboarding, and HR compliance, as well as contributing to wider HR projects and continuous improvement.• The HR Advisor also provides hands-on support for HR operations, ensuring accuracy in employee data, payroll coordination, and general HR administration for employees across the business.• The HR Advisor will provide proactive and comprehensive HR support to approximately 90 employees across Australia and New Zealand, while reporting into and working closely with OEG Group HR functions.
Key responsibilities and accountabilities:	<p>Recruitment and Onboarding:</p> <ul style="list-style-type: none">• Support the full recruitment lifecycle including advertising, scheduling interviews, liaising with hiring managers, and managing applicant communication.• Prepare written job offers, contracts of employment, and onboarding documentation.• Coordinate pre-employment checks including Right to Work, medical screenings and background checks.• Facilitate and deliver employee inductions and manage the onboarding process for all new starts.• Liaise with Line Managers to facilitate probationary reviews for new employees until the probationary period is successfully completed. Where appropriate, ensure extensions, development/remedial actions are agreed, communicated, implemented and documented.• Support international hires by coordinating visa requirements and assisting with immigration processes to ensure a smooth onboarding experience.• Collaborate with third-party recruitment agencies and contractors to source and secure talent, ensuring alignment with role requirements. <p>HR Operations and Administration:</p> <ul style="list-style-type: none">• Maintain accurate and confidential employee records, both digital and paper based.

	<ul style="list-style-type: none"> • Support the administration and processing of monthly payroll input including timesheets, holiday reports, new starters, leavers, and changes to terms. • Administer employee benefits and liaise with benefits providers. • Manage the eLeave system and track employee absences, including return-to-work documentation and reporting. • Maintain and update job profiles, organisational charts, and HR databases. • Coordinate and scheduling training, health surveillance, competency assessments and flu vaccinations. <p>Employee Relations and Policies:</p> <ul style="list-style-type: none"> • Provide guidance and support to managers on employee relations issues including disciplinary grievances, absence, and capability procedures. • Support with investigations and ensure documentation is completed in line with company policies. • Support performance management and appraisal processes, including training delivery where necessary. • Conduct exit interviews and support offboarding processes. • Assist with the development, implementation and communication of HR policies and procedures. <p>Reporting and Projects:</p> <ul style="list-style-type: none"> • Prepare and deliver timely and accurate HR reports to managers and senior leadership. • Participate in cross-functional HR projects and initiatives to support continuous improvement.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. • a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and Experience:	<ul style="list-style-type: none"> • 3-5 years' experience in a similar HR role. • Experience in the oil and gas industry is preferred. • Working knowledge of HRIS/HR databases.

- Familiarity with ISO 9001 quality systems.
- Strong understanding of HR best practices, procedures and legislation.
- Excellent verbal and written communication skills.
- Highly organised and able to manage multiple tasks and deadlines.
- Strong attention to detail and a high level of accuracy.
- Able to work well within a team as well as using own initiative.
- Proficient in Microsoft Office, especially Excel.
- Confident in dealing with sensitive and confidential information.

Qualifications:

- Degree in HR Management, Business or related discipline is essential.
- Working towards or holding CIPD Qualification.



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).