

Careers @



HILLS STREET GROUP

A Hills Street Group Human Resources Initiative

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Join one of our Hills Street Group Teams

Welcome to Careers @ Hills Street ORS.

Our package contains information on the increasingly diverse careers available and the benefits of working in Hills Street Group. Should you identify a potentially challenging and rewarding career that could meet your future aspirations, then we welcome you to express your interest by applying for a position.

If you are successful through our selection process, then we look forward to you joining our team and being part of our future success, as we grow and expand our business.

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About Hills Street Group

Hills Street Group is a fast growing organization that has been assisting reputable **New South Wales** businesses since 1995 with injury management advice, OH&S issues, organisational change and workers compensation management.



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About Hills Street Group

Since then we have expanded into

- ✦ **Central South West NSW:** Cowra, Young, Yass
- ✦ **Hunter:** Newcastle, Maitland, Cessnock
- ✦ **NSW Mid North Coast:** Forster, Taree & Great Lakes
- ✦ **Far North Coast**
- ✦ **Sydney**

The great variety of job opportunities and business locations around NSW gives you maximum flexibility in choosing a rewarding career path.

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History of Hills Street Group

HSG commenced providing (WorkCover accredited) **occupational rehabilitation services** in December 1995. Originally located within Hills Street Sports Medicine Centre, Hills Street Gosford, we relocated to due to company and staff growth. As a result of client demand the range of services has been expanded to include pre employment assessments, work & functional conditioning programs, injury prevention education and medico-legal (Section 40) assessments.



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Future of Hills Street ORS

Hills Street Group will continue to play a leading role in supporting the growth and development of Injury Management, and the local communities we serve.

We will consistently develop our business state wide at all times providing cost-effectively, the highest standards of quality and service in everything we do.

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Future of Hills Street ORS



future?

In line with our strategies, Hills Street Group is constantly looking ahead and planning for an exciting future.

Our visionary plans, places Hills Street Group as a major player in the injury management industry and at the forefront of new innovations.

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Corporate Purpose

Our fundamental reason for existence is to empower each other, and all individuals and organisations who fall within our sphere of influence, to perform at their highest level of functioning.

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Corporate Values

[defn: our organisation's essential and enduring tenets – a small set of general guiding principles; not to be confused with specific cultural or operating practices; not to be compromised for financial gain or short term expediency. [1] "Beliefs must always come before policies, practices and goals. The latter must always be altered if they are seen to violate fundamental beliefs" [2]

[3] Covey, Stephen R. *The Seven Habits of Highly Effective People*. Simon & Schuster, 1989, p89

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Corporate Values

Interdependence

"Interdependence is a higher value than independence." [3] The continuum that exists as we mature takes us from a dependent state to independence & ultimately interdependence. Societal pressures tend to encourage us to strive for independence. Dependent people exist in the paradigm of "you", Independent people in the paradigm of "I" and Interdependent people exist within the paradigm of "us" or "we".

Although we generally value our independence highly, the reality is that in order to lead a fulfilling & successful life, we need to combine our talents & energies with others.

Creativity & innovation

Creativity is the process of generating ideas & Innovation the implementation.

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Corporate Values

Self improvement

The process of exploring & developing individual, & hence organisational, **potential**.

Contribution/Service

We value continual provision of **service** to each other, our clients and workers. This extends beyond the standard *customer* service guidelines. This value is about **sharing** information, ideas and systems within, & outside of, our teams & organisation.

Competition

Our organisation values healthy & honest, team-based, **competition**. By committing to measuring our performance, and that of our competitors (external & internal), we strive to create a culture of continual improvement and accountability.



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Employee Benefits

We will recruit the best people and train existing staff to enable them to continuously improve the business, in an environment that encourages teamwork, loyalty and commitment to our ongoing development and success.

Within Hills Street Group, we have a number of employee rewards, recognition, incentive and performance programmes, all designed to encourage the best from individuals who chose to build their careers with us.

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Employee Benefits

- Flexible working arrangements.
- Parental & Maternity Leave.
- Mobile phone, computer, workstation and travel expenses & travel time.
- Hills Street Sports Medicine Centre Gym Membership
- Professional Coaching
- Salary Packaging



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Learning & Development

Hills Street Group are committed to developing & supporting our staff. We invest in training and development for employees at every level of professional growth. Our unique learning culture provides a tremendous, competitive advantage. Our emphasis on learning and development, is both personal and professional.

Leadership development is part of a recent Human Resources & Organisational Development initiative and focuses on the behavioural skills, critical competencies & personal styles necessary to coach, influence, and maximise performance of employees in different environments. Besides knowledge and capability, it provides opportunities to gain self awareness & superior decision making skills across varying situations.

Other training development includes:

- Customer Service Training
- Finance Training
- IT development
- Project Management

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Explore Our Careers

New Grad Training Program

Hills Street Group offers selective training and mentoring to **new graduates** looking to develop their knowledge and increase their experience with Hills Street Group.



You will be part of a **small team** (min of three people and a max of ten). All teams have a qualified team leader and run as their own small businesses and collectively decide on workload, holidays, pay and training requirements.

Hills Street Group values **honesty, integrity and courage**, and our aim is for work to be fun and challenging for everyone within the company. You set your own goals and develop a plan how to achieve them. We are committed to developing & supporting our staff, and invest in training and development for employees at every level of **professional growth**.

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Explore Our Careers

Succession Planning



All team leaders, portfolio leaders, staff with identified potential & staff who apply are provided with **leadership training** and business **mentor** assistance with the incentive for personal growth, and **career development** potentially leading to opportunities with future teams.

Developing future teams means there is an incentive for you to have the opportunity to run your team like your own small business, with team autonomy decision making, with accountability and support from management.

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All team members are involved in case management with a focus on their specialist area, as well as a variety of other roles. You must be driven, able to bring out the best in those around you, be committed to sharing information, able to embrace change & have a passion to succeed.

You need excellent communication skills, be able to project yourself clearly and appropriately in a positive manner & be self-assured. You must be eligible for membership or possess accreditation with RCAA, OTNSW, APA & WorkCover NSW where necessary.



You may have the following skills and qualifications:

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Dynamic and diplomatic **Counsellors: Rehabilitation Counsellors, Psychologists, or Social Workers** who are confident with CBT and ST Solution Focused counselling skills.



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Proactive
Occupational Therapists & Registered Nurses who are self assured with workplace & ergonomic assessments, and have an appreciation of the principles of manual handling in the workplace.

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Enthusiastic
Physiotherapists & Exercise Physiologists with an awareness of functional / work related baseline activities, and use of cognitive behavioural strategies for goal setting to improve functional capacity.



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Whether you are just starting your career or you are looking for a change in your present job,
Hills Street Group is for YOU!

For all enquiries relating to Hills Street Group
Careers contact **P 1300 661 296**
E admin@hillsstreetgroup.com.au

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Tips for Success

1. PREPARATION

- Conduct research specific to the job including the job description, terminology, and the company.
- Find out where to go, how long it takes to get there and availability of parking or public transport.
- Review your resume. Contact referees and let them know that they may be contacted.
- What can you offer the employer - Review your skills, qualifications, experience and achievements.
- Review commonly asked interview questions.
- Ask others what you are good at.
- Analyse your weaknesses and turn them into positives (E.g. I am a perfectionist, meaning that my work is always completed to a high standard).
- Analyse your strengths and be confident about them.
- At the interview be well dressed, neat and punctual.
- While waiting for the interview practice relaxing.

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Tips for Success

2. PRESENTATION

- Remember, first impressions count.
- Small amounts of nervousness are to be expected - it helps performance
- Practice relaxing - avoid nervous habits.
- Have a good attitude - your motivation and confidence will show.
- Be positive, not apologetic.



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Tips for Success

3. PERFORMANCE

- When introduced to interviewers smile and be ready to shake hands if offered.
- Always wait to be seated. Be prepared for small talk - this is to break the ice.
- Hand out copies of your resume to all interviewers for review - this will give you time to relax and take a deep breath.
- Maintain good eye contact with all interviewers equally - although respond to the person who asked you the question first.
- If you don't understand the question, ask for it to be repeated or explained.
- Use appropriate language - steer clear of profanities.
- Maintain good voice quality - not too loud or soft.
- Give examples of how you have handled challenging situations.
- Present your experience and qualifications with confidence.
- Present what you can do, not what you can't do.
- Give examples of your work experience.
- Ensure all responses provide enough information and are clear and relevant - avoid waffling. Ask questions that will help you appear to be interested and experienced and that will show your knowledge of the company.
- Show enthusiasm in your manner and commitment to previous employers, thank the interviewers.

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Tips for Success

4. PERSISTANCE

- Follow up the interview by letter or phone.
- Remind the interviewer when you met and what job you were interviewed for.
- Pass on any further information relating to the position that may remind the employer of good reasons to hire you.
- If you need to correct a statement or answer from the interview, it is appropriate to do so, stating what your answer may have been.
- Thank interviewer again for their time and ask for feedback on the interview or when they may reach a decision.

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