

Human Resources Officer

Part time position, fixed term contract till 30 June 2025 (*subject to funding*).

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland.

We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- ensure health issues are prioritised, understood and invested in; using local strengths;
- build and support local capability in primary health care professionals;
- enable transparent communication and information exchange across the primary health care sector; and
- improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Human Resources Officer

We currently have a part time (0.8FTE) career opportunity available as a Human Resources Officer, reporting to the Manager Human Resources.

The Human Resources Officer provides administrative assistance to the Manager Human Resources, and supports the efficient and effective functioning of generalist Human Resources and Occupational Health and Safety activities.

A key function of this role is to maintain HR and OHS documents, respond to HR and OHS staff queries, maintain software systems and records, assist with workforce planning, recruiting, culture development, Occupational Health and Safety processes, and Human Resources reporting activities across the organisation.

We are looking for an astute, agile, dynamic, outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Provide generalist HR and OHS support to the Manager Human Resources and across the wider organisation;
- Provide considered advice to the Manager Human Resources; ensuring strategic and operational risks, challenges, opportunities and key issues are identified and monitored;
- Assist with HR and OHS risk management processes. Monitor compliance and support the timely reporting of organisational and workplace issues;
- Contribute to the development of HR and OHS frameworks, policies, procedures, plans, and supporting documents;
- Assist with administration of the whole-of-organisation performance review process;
- Assist with development and implementation of organisation training plans;
- Contribute to the completion of HR and OHS reports; and
- Assist with HR and OHS auditing processes.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with opportunities to work from a mix of office based locations and home office environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

If this sounds like you – Apply Today!

Applications must address the key selection criteria found within the position description.

To view the position description, which contains the key selection criteria, please visit our careers page at <https://gphn.org.au/career/> and click on the [position description](#).

To be considered for this position applications must include a covering letter, a resume, and an addressed key selection criteria document.

Please email all applications with your three attached documents to recruitment@gphn.org.au

For further information in regard to this position, please contact human resources on **0439 157 358**.

APPLICATIONS CLOSE: Sunday 25 September 2022

All enquiries and applications will be handled professionally and with the strictest of confidence.