

GPHN075 – Human Resources Officer – Parental Leave Position
Part time (0.8FTE) up to Full time (1.0FTE), Fixed Term contract from 19 October 2026 till 03 December 2027 (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 – Parental Leave Position

Do you have excellent organisational skills, the ability to build strong employee relationships, and a passion for generalist Human Resources and Occupational Health and Safety activities?

We currently have a part time (0.8FTE) up to full time (1.0FTE) career opportunity available as the Human Resources Officer. The Human Resources Officer provides administrative assistance to the Manager Human Resources, Quality and Technology, and supports the efficient and effective functioning of generalist Human Resources and Occupational Health and Safety activities.

Key functions of this role are on-boarding and off-boarding activities, maintaining HR and OHS documents, responding to HR and OHS employee enquiries, maintaining software systems and records, assisting 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, and 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, Quality and Technology and across the wider organisation;
- Delivery of an established end-to-end on-boarding recruitment process, ensuring a positive candidate experience and compliance with organisational policies and procedures;
- Delivery of an established end-to-end off-boarding process, ensuring a smooth transition experience and compliance with organisational policies and procedures;
- Provide considered advice to the Manager Human Resources, Quality and Technology; 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;

- Participate in organisational committee meetings such as Health and Wellbeing Committee and Reconciliation Action Plan Committee;
- Assist with Minutes for OHS Committee and Internal Risk and Compliance Committee Meetings; and
- Assist with HR and OHS auditing processes.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a mix of working from home 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:

To view the Key Selection Criteria, please click on the [position description here](#).

[To submit your application which must include a covering letter, resume, and your addressed key selection criteria, please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Sunday 06 September 2026

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

