

Gippsland's HR & OHS Partner

Everyone deserves to be happy, healthy and safe at work



Position Title:	HR & OHS COORDINATOR
Job Type:	Part Time (0.8) flexible within business hours
Hours of Work:	Negotiable: between 8.00 AM to 6.00 PM Monday to Friday
Reports to:	Operations Manager
Conditions:	\$80,000 – \$90,000 + 15% super (pro-rata), laptop & phone provided, hybrid work
Location:	This is a Gippsland based hybrid opportunity (ideally between Morwell and Sale, with flexibility to work from home and attend client sites as required - approximately weekly). Non-client related travel of up to 5,000km per annum (e.g. internal meetings and team events) is included in the remuneration package. Client-related travel is reimbursed at the applicable kilometre rate. Travel is generally undertaken during work time, except in extraordinary circumstances.

ABOUT US

Everyone deserves to be happy, healthy and safe at work. At Full Circle, we are proud to be Gippsland's trusted partner in people and safety. With dedicated subject matter experts in Human Resources, Industrial Relations, Occupational Health & Safety and business management, we provide businesses with the depth of an 'internal resource' and the flexibility of an external consultancy.

Our clients, generally ranging from microbusinesses to medium-sized organisations, are located across Gippsland from the eastern border of Greater Melbourne. We provide both members and ad-hoc clients with the support they need, when they need it; from one-off crisis support to long-term strategic partnerships.

Through our Membership Program, we build in-depth knowledge of each business's people, operations and challenges, working proactively to help them achieve compliance, embed best practice, create a safe and positive experience for their workers and support a thriving business enterprise.

OUR CULTURE

Full Circle is female and LGBTQIA+ lead, and celebrates diversity in people and in business. We are a values driven organisation and pride ourselves on building genuine relationships with our members, clients and the Gippsland community. We're proud to work both short term and long term with clients at all stages of their business journey as best meets their needs.

Full Circle is committed to supporting the growth of our people. For the right candidate, this role offers a potential pathway to consulting or advisory functions as part of our structured performance and career planning.

OUR VISION, MISSION AND VALUES

Vision: Building better businesses across Gippsland

Mission: Equipping Gippsland with purposeful services that reduces risk and increases capability

Values:

- **Person-centered:** Meeting clients exactly where they are, with kindness and respect
- **Integrity:** We've got their back, every time - up front and behind the scenes
- **Bespoke:** Creative, adaptable and personal service as unique as our clients
- **Self-sufficient:** Giving businesses the tools it needs to support itself
- **Safety:** Competence, inclusion and safeguarding for business

OUR OPPORTUNITY

The HR & OHS Coordinator role supports Full Circle HR & Business Services by acting as a central intake, coordination and delivery support function across recruitment, HR and OHS work. The role plays a critical part in ensuring work flows smoothly into the business, is well organised, and is delivered consistently in line with Full Circle's standards and values.

The role exists to protect senior consulting capacity, improve visibility of incoming work, and support high-quality recruitment and HR/OHS delivery through strong coordination, documentation and follow-through. Working closely with senior consultants and the Operations Manager, the Coordinator helps ensure that client work is implemented effectively, risks are appropriately escalated, with nothing falling through the cracks.

Full Circle is committed to investing in the development of its people. This role is designed for someone who is motivated to build capability in HR, OHS and recruitment within a professional consulting environment. With training, mentoring and demonstrated performance, there is a clear development pathway from Coordinator into an emerging Consultant role over time. Progression is contingent on capability, judgement, quality of work and alignment with the business's values and ways of working.

This role is not suited to an entry-level applicant. It is intended for someone who brings prior experience and/or qualifications in HR, OHS, Recruitment and/or a closely related professional services environment. The successful candidate will be comfortable working within established systems, supporting senior consultants, and managing sensitive information with discretion, accuracy and care. Experience in systems-based administration, process-driven work, and diligent record keeping is essential, as is the ability to operate confidently within clear frameworks and escalation boundaries. A working awareness of relevant Fair Work, OHS and Privacy legislative obligations is required, and familiarity with the modern framework beneficial, with all applied under the supervision of senior consultants.

This position operates within a relationship-led consultancy model, where senior consultants retain ownership of client relationships, advisory authority and risk accountability. As capability develops, the Coordinator will progressively take on greater responsibility under supervision, while senior consultants remain actively involved in client relationships and decision-making.

REPORTING & OVERSIGHT

- Reports day-to-day to the Operations Manager & OHS Lead
- Receives functional instruction and direction from the Director on all HR/IR matters
- Works closely with operational support staff and senior consultants
- All work is subject to senior review during the development phase

KEY RESPONSIBILITIES

New Client Intake, Enquiry Triage & Coordination

- Act as the primary intake point for new client (non-member) enquiries across the working week
- Triage enquiries across recruitment, HR, OHS, WorkCover and business support
- Identify urgency, scope and escalation indicators and immediately refer emergencies or high-risk matters to senior consultants
- Gather background information to support scoping, planning and decision-making
- Maintain accurate records of enquiries and outcomes within business systems

This function supports demand visibility and capacity planning and does not involve providing advice or

committing to work.

Recruitment Delivery Support (Process-Led)

- Coordinate end-to-end recruitment processes under senior consultant direction
- Draft job advertisements and prepare recruitment documentation for review
- Coordinate advertising, applicant management, shortlisting support and interview logistics
- Liaise with candidates regarding process steps and timing
- Prepare recruitment documentation and materials for senior review including screening and reference checking processes where appropriate
- Support recruitment system use and data integrity

Senior consultants retain ownership of recruitment relationships, risk assessment, recommendations and offers at all times.

HR & OHS Delivery Support (Implementation & Coordination)

- Support the implementation of HR and OHS initiatives as directed by senior consultants
- Prepare documentation, templates and records for review and approval
- Coordinate follow-up actions arising from HR and OHS work
- Support the maintenance of HR and OHS systems and registers
- Assist with preparation for audits, reviews or client projects as instructed

This work is delivery-focused and does not include independent advisory judgement.

Internal Coordination & Systems Support

- Support accurate use of internal systems including CRM, document management and deployed client systems
- Coordinate actions and handovers between senior consultants, support staff and clients • Maintain organised records, documentation and task tracking
- Support recruitment, HR and OHS administration during peak periods

Role Boundaries

This role does not:

- Provide independent HR, IR or OHS advice
- Own or manage client relationships
- Approve scopes, pricing, offers or recommendations
- Make risk-based or legal determinations
- Replace senior consultant involvement in complex, sensitive or emergency matters

All advisory judgement, risk decisions and client relationship ownership remain with senior consultants.

POSITION REQUIREMENTS

1. Skills & Experience	Required Skills, Experience and Attributes
	<ul style="list-style-type: none">• Demonstrated experience in recruitment coordination, HR administration, OHS administration or professional services coordination• Strong organisational skills with the ability to manage multiple priorities• High attention to detail and comfort working within systems and processes• Strong written and verbal communication skills• Confidence working within structured systems, processes and documentation standards• High level computer skills, with solid digital skills, including Microsoft Office Suite, Google Workspace, and CRM/document systems.• High attention to detail and strong record-keeping capability• Professional judgement in recognising escalation points and operating within defined boundaries• Ability to work autonomously while remaining connected to senior oversight and direction• Alignment with Full Circle's values, including integrity, trust, care and relationship-led service, with respect for diversity.

	<p>Desirable Systems Experience</p> <ul style="list-style-type: none"> ● Google Suite ● Customer Relationship Management (CRM) ● Employment Hero ● Safety Champion ● Mail Chimp ● WordPress ● Share Point
<p>2. Qualifications & Licences</p>	<p>Essential Qualifications & Licences</p> <ul style="list-style-type: none"> ● Full and unrestricted driver's licence <p>Desirable Qualifications & Licences</p> <ul style="list-style-type: none"> ● Relevant qualifications and/or formal training in HR, OHS or a closely related discipline (or working toward) ● Mental Health First Aid ● First Aid - Provide First Aid and CPR
<p>3. Professional Standards & Ways Of Working</p>	<p>All employees at Full Circle HR & Business Services are expected to operate in accordance with the organisation's policies, procedures, systems of work and professional standards, as outlined in the Employee Handbook and related documentation.</p> <p>In this role, that includes:</p> <ul style="list-style-type: none"> ● Using business systems accurately and consistently, including CRM, document management and deployed client systems ● Maintaining data integrity, confidentiality and accurate records at all times ● Modelling Full Circle's values in communication, presentation and professional conduct ● Working collaboratively with consultants, operations leadership and support roles ● Operating within defined escalation boundaries and seeking guidance where risk, complexity or uncertainty arises ● Assisting with other duties for which the role holder is suitably skilled, where required, without detriment to core responsibilities.
<p>4. Work Environment, Physical Requirements & Travel</p>	<ul style="list-style-type: none"> ● This hybrid position operates primarily as a work from home role, with occasional requirements to travel to client locations and third party venues across Gippsland, with regular interaction across digital systems, documentation platforms and standard office equipment. ● Requirements of the role include: <ul style="list-style-type: none"> ○ Able to maintain a suitable and safe workspace when working from home, in accordance with FCHR policies and applicable OHS requirements. This organisation will support the provision of reasonable equipment and resources as required to enable safe and effective work ○ Predominantly sedentary work seated at a work station, with periods of standing, walking and light lifting ○ Regular use of computers, video conferencing tools and standard office equipment ○ Responsibility for maintaining appropriate ergonomic practices, taking breaks and reporting any health, safety or wellbeing concerns ○ Occasional attendance at client sites, meetings or events, which may involve navigating varied workplace environments ● This role requires regular autonomous travel to client sites and meetings. A current driver's licence and access to a reliable personal vehicle are essential.

5. Employment Eligibility	<p>The person in this role is required to have the following:</p> <ul style="list-style-type: none"> • Be an Australian Citizen, Permanent Resident or hold a valid, unrestricted work permit or visa • National Police Records Check which will comply with the 100-point Proof of Identity Check • Working with Children Check (or can obtain) • Drug and alcohol screening (where required) • Pre-employment medical (where required)
6. Development and Progression	<p>Professional and personal development are important elements of working at Full Circle HR & Business Services and are expected of all team members, regardless of individual career goals. The business values continuous learning, reflective practice and skill development as essential to delivering high-quality, ethical and sustainable services to clients.</p> <p>During the first six months in this role, the focus is on building a strong foundation, including:</p> <ul style="list-style-type: none"> • learning Full Circle systems, processes and quality standards • developing confidence in intake, coordination and recruitment delivery • applying escalation processes consistently • delivering work with close senior oversight, feedback and support <p>As capability, judgement and confidence develop, the role may take on increased responsibility under supervision, aligned to business needs and the individual's strengths and interests.</p> <p>For those who wish to pursue it, and where appropriate, there is a potential pathway over time toward an emerging Consultant role. Progression is contingent on demonstrated capability, quality of work, sound judgement and alignment with Full Circle's values and ways of working.</p>
7. How to Apply	<p>Why Join Us?</p> <ul style="list-style-type: none"> • Be part of a small, expert team where your contribution and innovation is valued. • Work flexibly from home with weekly (average) travel across Gippsland. • Engage with varied industries, projects, and client needs. • A clear professional development pathway, with training and career progression opportunities. • A values-driven business that prioritises trust, relationships, diversity, and community impact. <p>How to Apply</p> <p>We'd love to hear from you. To apply, please submit your resume and your response to the 5 key selection criteria (below). Applications will be reviewed progressively via Seek. Applications not addressing the key selection criteria will not be considered.</p> <p>All applications will be treated confidentially. Agency applications are not invited.</p>

KEY SELECTION CRITERIA

1. Relevant Experience and Foundations

Experience and/or qualifications in HR, OHS, recruitment or a related professional services environment, with the ability to work confidently within established systems and compliance frameworks.

2. Coordination and Attention to Detail

Demonstrated ability to coordinate processes, manage multiple priorities and maintain accurate records and documentation to a high standard.

3. Recruitment and Delivery Support

Experience supporting recruitment and people-related processes, including coordinating recruitment activities and preparing documentation under senior direction.

4. Judgement and Escalation

Sound professional judgement, with the ability to work autonomously within defined boundaries and appropriately escalate risk, complexity or uncertainty.

5. Communication and Values Alignment

Clear, professional communication skills and alignment with Full Circle's values of integrity, care and relationship-led service.

Position Description Prepared January 2026