

Position Description

People & Culture Business Partner

Agreement:	Health and Allied Services, Managers and Administrative Officers Multiple Enterprise Agreement 2018-2022
Classification:	Grade 5
Directorate:	People and Culture
Reports to:	People and Culture Manager
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:



Inclusion	Integrity	Excellence	Innovation	Collaboration
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Role Description

The P&C Business Partnering team provides specialist advice, coaching and support on the full range of P&C issues with a strong focus on employee relations.

This position is responsible for building collaborative partnerships with managers to respond to complex staffing issues, provide tailored IR/ER advice and enhance local leadership capacity to achieve engaged, highly functioning teams. This position will also have input into strategic workforce and organisational development initiatives as well as P&C policy development and implementation.

Key deliverables for this role is to provide proactive, timely and efficient internal support as a P&C Business Partner, evaluate and mitigate risk and ensure P&C advice complies with legislative requirements in balance with business requirements within the P&C team.

Roles Key Accountabilities

Service Delivery

- Support the delivery of P&C strategic initiatives
- Provide support and advice to managers in the resolution of employee relations or generalist human resource issues affecting operations at DPV Health
- Provide coaching and mentoring for managers on all aspects of P&C to improve capabilities
- Ensure all activities align with relevant EBA, Award and FWA terms and conditions
- Assist and coordinate activity relating to EBAs, Awards and Union associations or representative organisations.

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- Proactively build relationships with regulatory bodies and external parties including Victorian Hospitals Industrial Association (VHIA), our insurance body (VMIA) and various employee industrial bodies
- Ensure all advice is balanced and considers risks to be mitigated where possible
- Assist with end to end recruitment and on-boarding
- Assist with the management of annual performance reviews
- Undertake exit interviews to identify any culture or organisation improvements
- Assist the Health, Safety and Wellbeing Lead with injury management on both work related and non-work related conditions
- Assist with training needs including source, coordinate and record
- Review and update P&C policies, procedures and systems to ensure they meet quality accreditation, Award/EBA requirements and enable the effective delivery of the following key HR areas
- Liaise with stakeholders to ensure timely development, review and implementation of policies and procedures
- Assist with P&C functions / events and staff engagement activities
- Assist in the design and creation of P&C activities such as induction, orientation, on line training modules

Reporting, System, Process and Analytics

- Actively use and promote the use of DPV Health systems such as iChris, ESS, e3, Trim and others
- Continually review service/support provided to analyse success and areas of improvement
- Maintain P&C information and learning systems
- Analyse data to identify improvement in P&C related KPIs
- Monitor, review, update and provide recommendations for automation of HR processes and systems
- Conduct audits relevant to service delivery to ensure compliance with policies and procedures, identify opportunities for improvement and to meet accreditation and legislative standards

Financials, Budgets, Target, Funding

- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks
- Commitment to partnering with clients to facilitate effective engagement and participation

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites is required
- Valid Working With Children Check
- Satisfactory Police Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Relevant tertiary qualifications in Human resources, Employee Relations or equivalent

Experience & Skills

Essential:

- Sound generalist human resources/employee relations/industrial relations skills and experience, preferably in a medium to large complex organisation
- Excellent people, interpersonal, communication, influencing and presentation skills
Customer focused and able to develop effective relationships with customers –
- Ability to innovate and implement organisational changes and programs –

- Understanding of business principles, continuous improvement and key performance indicators - Improvement, change & project management experience

Desirable:

- Experience in the Health sector, Service or related industry would be well regarded
- Demonstrated ability in developing HR systems including policy, procedure, and associated tools, forms, checklist and training material
- Working knowledge of legislation and regulations relevant to the role
- Demonstrated initiative and self-direction as well as a 'team player' capability within a dynamic and busy work environment
- Highly developed organizational and time management skills and attention to detail
- A strong customer focus and demonstrated ability to develop effective and positive working relationships at all levels
- Ability to work independently and respond to a changing work environment
- Professional 'can do' and flexible approach aligned with organisational values and behaviours

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____