

## Position Description

<b>Position title:</b>	IR/ER Human Resources Business Partner
<b>Salary:</b>	Total Remuneration Package up to \$101,738 per annum (including superannuation and the estimated benefit of full optional salary packaging)  Cash salary - \$83,945 per annum Superannuation 9.5% of cash salary Gross value of full benefit of optional salary packaging – up to \$9,818 per annum
<b>Classification:</b>	Grade 4 (HS4)
<b>Award:</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
<b>Hours:</b>	76 hours per fortnight (or 80 hours per fortnight with an ADO every 4 weeks)
<b>Position tenure:</b>	12 months fixed term full time (Backfill)
<b>Employee Benefits:</b>	<ul style="list-style-type: none"> <li>• Salary Packaging (including novated leasing)</li> <li>• Access to discounted private health insurance</li> <li>• ADO option (for full time employees)</li> </ul>
<b>Location:</b>	Morwell, East Melbourne/South East Melbourne, Barwon or Ballarat locations available
<b>Reports to:</b>	Workplace Relations/Organisational Development Team Leader
<b>Program Manager:</b>	Senior Manager People, Learning and Culture
<b>Program:</b>	People, Learning and Culture

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

You'll enjoy an environment where expectations of you are clear, giving you the confidence to organise and plan your career.

The complexity in our operations and people, our geographical spread and our growth add complexity and variety to every corporate role, across both project work and business-as-usual activities.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

The Business Partner (IR/ER) provides operational Human Resource Management (HRM) and Industrial/Employment Relations (IR/ER) services and support to Latrobe Community Health Service (LCHS). This is achieved through partnering with the directorates, fostering strong relationships with stakeholders to deliver solutions and outcomes for the organisation.

Reporting to the Workplace Relations/Organisational Development Team Leader, this role provides IR/ER practice advice and strategies addressing all aspects of IR/ER.

This role may involve travel state-wide to various office locations to engage with internal stakeholders using available fleet vehicles.

### ***Key objectives, duties and responsibilities***

- Provide hands-on, up-to-date and accurate HRM and IR/ER advice and interpretation of awards, enterprise agreements and other legislation to management and staff.
- Manage a caseload of IR/ER functions including, grievances, investigations and; facilitate the counselling and discipline process with managers and staff as required.
- Assist in the resolution of IR/ER issues and implement strategies to reduce issues and enhance organisational performance.
- Provide coaching and operational support and guidance to executive directors and managers, on their HRM and IR/ER responsibilities including:
  - employee relations/counselling;
  - performance management;
  - job design;
  - remuneration and benefits;
  - recruitment;
  - job evaluation;
  - compliance;
  - enterprise agreement interpretation and implementation (multiple), and
  - employee development.
- Actively participate in continuous improvement of workplace policies and procedures.
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure LCHS achieves better practice and strategic objectives.
- Ensure EEO principles are adhered to in all areas of responsibility.
- Deliver education and training to stakeholders regarding People, Learning and Culture initiatives as required.
- Work closely with the Team Leader IR/Employment Relations/Organisational Development to resolve any industrial relations issues, grievances and claims.
- Other duties as required.

#### **Customer Service**

- Work proactively to engage directorates in a process of identifying IR/ER opportunities for improvement in their areas.
- Investigate and report on issues arising out of complaints/grievances and liaise with external bodies where appropriate.

- Assist and advise on employee performance management, performance improvement plans, facilitate/conduct employee counselling, warning and incident and behavioural investigations.
- Assist with Union Right of Entry visits including escorting, debriefing meetings, reporting and issue resolution.
- Provide guidance and advice to the People, Learning and Culture team in meeting KPIs, ensuring individual KPIs meet the respective targets.
- Respond to complaints and directorate requests in a timely manner, being responsible for complex issues as identified.

#### **Change Management**

- Work with the executive and management teams to identify and implement workforce solutions.
- Interpretation and identification of opportunities within relevant industrial instruments.
- Contribute to business planning to meet new and emerging strategic issues impacting on the industrial relations environment.
- Provide IR advice on workforce change and development initiatives

#### **Training and Coaching**

- An ability to deliver training to management (including team leaders) in the essentials of the EAs and relevant risks and opportunities.
- Assist in the training of managers and relevant staff in IR related policy, procedure and industrial environment.
- Provide advice to the People, Learning and Culture team in all areas of IR/ER practices.

#### **Occupational Health and Safety**

Adhere to OHS practices and obligations

#### **Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated experience in a Human Resource role, including industrial relations and human resource management, and the handling of workplace matters.
2. An ability to assist in the resolution of performance issues, disputes, grievances, conduct and other industrial matters (end to end) including investigation, report writing, and recommendations.
3. Ability to build and maintain productive working relationships with unions and a solid understanding of Fair Work Act 2009, union right of entry and the NES.
4. Knowledge of, and strong commitment to, the principles of human resource management and administration.
5. A high level of oral and written communication skills in the development of advice, strategies and briefing papers.
6. Strong team player with demonstrated skills in collaborating, provision of support and work with other HR disciplines on day to day activities.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory**

1. Bachelor degree qualifications in HR/IR/ER or similar.
2. Current Victorian driver licence.

**Desirable**

1. Public or Health sector human resources experience
2. Post Grad qualifications in IR/ER

**Organisation Requirements**

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Corporate
<b>Date:</b>	12 October 2020

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:     /     /