

People & Culture Business Partner

position number	iChris
status	Full Time, Fixed term (FT)
FTE	1
network	Enabling Services
agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026
classification	HS5
reports to	People Operations Lead

about us	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, northern and western suburbs, and on the East Coast of Tasmania. Our work is guided by our Strategy 2025–2035, a bold pathway toward our vision of healthy communities, healthy people.
what we do	We partner with communities to improve health and wellbeing and address health and social inequality. Our aspiration is for healthier communities where everyone – regardless of background or geography – can access quality care and experience better health and social outcomes.
our organisation	cohealth is driven by a 10-year strategy shaped by over 900 coworkers, clients, community members, and partners. We aim to be the exemplar of place-based, integrated, person-centred care that empowers individuals and communities across Australia. To achieve this, we are focused on three strategic objectives: • Demonstrating the value of the cohealth model • Enhancing the sustainability and resilience of our organisation • Scaling our impact Our work is underpinned by five key enablers: people and culture, community connection, partnerships, ways of working, and infrastructure.

our people

People who work at cohealth are passionate about social justice and committed to delivering high quality health care and promoting and protecting human rights.

**diversity and
inclusion**

We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click [here](#)

network overview

Enabling Services Network

The Enabling Network is responsible for the design, implementation, maintenance, and continuous improvement of a range of enabling business support functions underpinning the delivery of cohealth's services to community.

The Enabling network comprises five divisions:

- Knowledge, Information and Technology
- Finance
- People and Culture
- Shared Services & Transformation
- Property and Assets

position overview and purpose

This role partners with leaders across cohealth to provide strategic and operational human resources, employee relations and industrial relations advice. The role is responsible for managing complex workforce matters, leading organisational change processes, interpreting employment legislation and industrial instruments, conducting workplace investigations, and providing expert guidance to leaders to support sound people management decisions.

The role also provides management and supervision to designated People & Culture team members, contributing to capability development, consistency of practice and continuous improvement across the People & Culture function.

key accountabilities

HR business partnering

- Build effective working relationships with leaders to understand operational needs and provide timely, practical and solutions focused HR advice
- Provide coaching and guidance to managers on the management of complex employee matters, ensuring decisions are consistent with legislation, Enterprise Agreements, organisational policies and procedural fairness

	• Assess workforce issues and recommend appropriate people management approaches, balancing organisational risk, employee wellbeing and operational requirements • Support leaders to build confidence and capability in managing people matters while promoting a positive and respectful workplace culture • Partner with internal stakeholders, including Payroll, Work Health & Safety and other internal teams, to deliver coordinated workforce outcomes
employee and industrial relations	• Assess and proactively manage a broad range of employee relations matters, including performance management, misconduct, grievances, workplace conflict, fitness for work, probation, disciplinary processes and employment-related issues • Interpret and apply Enterprise Agreements, Fair Work legislation and organisational policies to support informed decision-making • Analyse complex employment matters, identify potential risks and provide recommendations that support compliant and practical outcomes • Prepare or review employment documentation and correspondence to ensure procedural fairness, legislative compliance and consistency of practice • Liaise with unions and external industrial relations advisers, where required, to support effective resolution of workforce matters
organisational change	• Partner with leaders to assess proposed organisational changes and identify operational, industrial and workforce impacts • Develop Change Impact Statements (CISs), consultation documentation and employee communications that clearly articulate the purpose and rationale for change • Lead consultation processes with managers, employees and employee representatives/unions in accordance with the relevant Enterprise Agreement requirements • Assess redeployment opportunities, redundancy obligations and employment arrangements arising from organisational change • Guide leaders through the implementation of change, ensuring decisions are fair, transparent and consistent with cohealth policies and industrial obligations
workplace investigations	• Conduct preliminary assessments to determine the appropriate management pathway for employee complaints and workplace concerns • Plan and undertake workplace investigations involving misconduct, bullying, harassment, discrimination and other employee matters • Gather and analyse evidence, interview relevant parties and prepare investigation reports • Maintain confidentiality and procedural fairness throughout all

	investigation processes
workforce governance and employment advice	• Provide advice regarding employment conditions, classifications, position descriptions and interpretation of Enterprise Agreements • Review and provide feedback on Position Descriptions (PDs) to ensure they accurately reflect operational requirements and appropriate classification principles • Partner with Payroll and operational leaders to resolve complex employment and remuneration matters • Support implementation of Enterprise Agreement changes by interpreting new provisions and assisting payroll and leaders to apply them consistently
culture and teamwork	• Champion cohealth's culture to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's values
leadership and team development	• Provide professional supervision, guidance and support to team members, ensuring the delivery of consistent, high-quality People & Culture services • Conduct Performance Development Reviews (PDRs), probation reviews and performance management processes in accordance with cohealth policies and procedures • Develop the capability of team members through coaching, mentoring, regular feedback and knowledge sharing to promote consistent and contemporary HR practice • Support employee wellbeing, engagement and professional development through regular one-on-one meetings and ongoing performance conversations • Coordinate and prioritise work across direct reports, where applicable, to support service delivery and organisational priorities. • Contribute to recruitment, onboarding and induction of new People & Culture team members as required
quality and continuous improvement	• Contribute to the principles of continuous improvement as contained in cohealth's quality system and ensure compliance with cohealth policies/procedures • Contribute to the implementation and improvement of the quality systems within cohealth, in particular the Enabling Network, and ensure compliance with documented procedures and processes
health & safety compliance	• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers) • Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment

	Take corrective action to remedy safety hazards or risks and restore a safe working environment
others	Perform any other duties as directed by the People & Operations Lead

position requirements

- Tertiary qualifications in Human Resource Management, Employment Relations, Business or a related discipline, or an equivalent combination of qualifications and demonstrated experience
- Working with Children's Check (WWCC)
- Nationally Coordinated Criminal History Check (NCCHC)
- Victorian Driver's License
- Immunisation Category C to be produced for sighting upon request
- Alignment with cohealth's Values and Mission

key selection criteria

- Tertiary qualifications in Human Resource Management, Employment Relations, Business or a related discipline, or an equivalent combination of qualifications and demonstrated experience
- Membership of the Australian HR Institute (AHRI) or eligibility for membership (Highly Desirable)
- Experience working within the community health, public health or not-for-profit sector
- Extensive experience supporting Enterprise Agreement implementation, organisational change and workforce transformation initiatives

- Demonstrated experience partnering with leaders to provide contemporary human resource, employee relations and industrial relations advice within a complex and unionised environment
- Demonstrated ability to interpret and apply Enterprise Agreements, Awards, Fair Work legislation and employment-related legislation to support sound and compliant people management decisions
- Demonstrated experience managing complex employee relations matters, including performance management, workplace investigations, disciplinary processes, fitness for work matters, grievances and workplace conflict
- Highly developed analytical, problem-solving and judgement skills, with the ability to assess organisational risk, evaluate options and provide practical, balanced recommendations
- Demonstrated ability to build trusted relationships and influence leaders through coaching, collaboration and professional advice while maintaining procedural fairness and organisational integrity
- Demonstrated ability to communicate effectively, both verbally and in writing, including the preparation of reports, correspondence and documentation relating to employment and industrial matters
- Demonstrated ability to manage competing priorities, work autonomously and deliver high-quality outcomes within a fast-paced environment

cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

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owner:	
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approved by:	