

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	People & Culture Business Partner
<b>Classification</b>	Administrative Officer Grade 4
<b>Award / Agreement Name:</b>	Administrative Officers (10) Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Reports to:</b>	Associate Director People & Culture Business Partnering
<b>Key Relationships:</b>	Employee Relations, Shared Services, P&C Advisory, Program Directors Associate Program Directors

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## 1. POSITION PURPOSE

The People & Culture Business Partner will provide high quality professional advice, coaching and support to the Directorate(s) leadership team and key directorate(s) stakeholders, ensuring compliance with relevant policies, procedures and industrial instruments. The People & Culture Business Partner will also support delivery of our people strategy and directorate(s) strategies. Their core responsibilities will include implementation of innovative solutions to help achieve business results.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### 2.1 Business Partnering

- Establish effective human resource partnerships with directorate(s) and key business unit stakeholders
- Develop and implement human resource stakeholder management plans with directorate(s)
- Provide guidance, counsel & support to the directorate(s) and key business unit stakeholders on all human resource/employee relations matters
- Develop, manage & implement projects or activities to support directorate(s) human resource plans.
- Assist in the integration & implementation of human resource strategic projects, policies & programmes.

### 2.2 Human Resources Delivery

- Provide leadership, advice and support to ensure the effective management in the delivery of the following Human Resources functions:
  - Employee and Industrial Relations
  - Change management
  - Merit Equity and Diversity
  - Employee training and development
  - Performance feedback and development
  - Performance Management
  - Discipline
  - EEO
  - Bullying
  - Employee Grievances
  - EBA and policy interpretation
  - HR KPI's
- Promote equal employment opportunity practices at all levels
- Support the implementation of a performance management program
- Assist in the recruitment of appropriately experienced and qualified staff, according to sound employment principles and practices
- Support and promote the initiatives of the Organisational Development directorate

### 2.3 Relationship Management

- Provide advice and direction on human resources and employee relations matters including major issues and emergent trends
- Support the directorate(s) to ensure key people management processes are implemented in accordance with directorate(s) needs.
- Establish and maintain effective relationships with key stakeholders to develop effective solutions tightly aligned to key directorate(s) requirements.
- Develop, manage and monitor sound employee relations practices and participate in constructive industrial dealings with unions, associations and professional bodies, as appropriate.

#### 2.4 Change Lead

- Deliver change management initiatives in consultation with directorate(s)
- Support and coach leaders and employees during the process of change

#### 2.5 Participate within and support the People and Culture and Communications Directorate

- Actively participate as a member of the People and Culture and Communications Directorate
- Contribute to the development of the PC & Communications Directorate's Operational and Improvement Plan and the ongoing implementation and monitoring of the plan Initiate and implement actions to improve the effectiveness of Human Resource functions
- Monitor HR KPI's and work with manager to fix areas of concern

### 3. SAFE PRACTICE AND ENVIRONMENT

#### Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

### 4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### 5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

### 6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. EASTERN HEALTH'S PROMISE**

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## **10. ATTACHMENTS**

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Results Area

**11. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

- Tertiary Qualifications in Human Resources or other related discipline
- Ability to consult and collaborate with others and work as an effective member of a team
- Proven track record in providing Human Resource and Employee Relations advice in a complex organisation
- Excellent communication skills, both written and verbal
- Demonstrated Leadership skills
- Excellent interpersonal skills
- Demonstrated negotiation skills

#### Behavioural Competencies

- High level of integrity, honesty and commitment
- Excellent interpersonal skills
- Innovative and lateral thinking
- High level of self-awareness and emotional intelligence
- Solution orientated
- Flexibility and adaptability
- Self-motivation
- Proven conflict resolution and negotiation skills
- Enthusiasm, energy and drive

#### Desirable

##### Aboriginal & Torres Strait Islander Candidates

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*

## ATTACHMENT 2

### KEY RESULTS AREA

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- Provision of effective, efficient, safe and high quality services across the full range of Human Resources and Employee Relations functions and services, within the area of your responsibility
- As part of the PC and Communications Directorate, contribute to the achievement of all Learning and Growth targets
- Demonstration of the values of Eastern Health whilst working to fulfil Eastern Health's mission and strategic goals
- Demonstration of effective teamwork whilst working as a member of the PC and Communications Directorate
- Demonstration of making an active contribution to the PC and Communications Directorate in implementing the Operational and Improvements plans
- Provision of high quality advice and assistance
- Compliance with all Eastern Health policies and relevant legislation and regulations and meeting all relevant accreditation standards for the PC and Communications Directorate