

Eastern Health



POSITION DESCRIPTION

Position Title:	Associate Director Business Partnering
Award Classification:	Managers and Administrative Workers Grade 5 (HS5)
Award / Agreement Name:	Administrative Officers (Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025)
Position Reports to:	Director Business Partnering

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

Reporting to the Director Business Partnering and operating in accordance with Eastern Health's values, the Associate Director Business Partnering will provide a strategic and collaborative approach to ongoing transformation and sustainable growth for the organisation. This role is responsible for providing both strategic and operational people and culture partnering to Stakeholders providing professional consulting services to the senior leaders on initiatives and shaping the P&C agenda. This involves organizational design, employee and industrial relations, leadership capability, rewarding success, change management and complex operational issues. In partnership with the stakeholders, prepare P&C strategic plan and business case to feed into the annual P&C Strategy for Eastern Health. The role is primarily a generalist role with a strong focus on strategic, value creating initiatives. Drive culture of continuous improvement, ease of doing business and a positive safe and engaging work environment. Actively lead and manage value creating, process, policy and procedure simplification projects that span Eastern Health.

MAJOR DUTIES AND/OR RESPONSIBILITIES

- Work with senior leaders of the business assisting them to maximize the effectiveness of the human capital through supporting and driving key people & culture processes and initiatives including remuneration, performance, change, talent and succession planning.
- As the key subject matter expert with in-depth knowledge of people & culture best practice and with significant exposure to complex and challenging environments, develop credible ideas and initiatives to deliver people strategies that support the goals of the business.
- Develop and implement annual people strategic plan for the business client (s)
- Be an advocate for P&C and role model values in daily business.
- Be the agent of change for the business in the people & culture professionals.
- Be a central point of contact to the Directorate on complex operational, employee and industrial people & culture issues at the business level including being able to refer matters to the Employee Relations team where appropriate.
- Coaching managers to develop their skills and competencies in dealing with transactional and transformational P&C issues effectively and appropriately.
- Analyze and report on key people metrics of relevant, value-creating (for the client) people & culture issues and recommend solutions. As appropriate, implement solutions and drive to successful closure.
- Deploy continuous improvement and risk reduction activities through engagement of key stakeholders and development of internal resources. Coach and develop personnel about Eastern Health and other P&C processes and requirements
- Liaising with external providers as required, including legal and consultants etc. in a commercially balanced and value-creating manner.
- Monitor, analyse, manage P&C KPI's specific to the functional areas represented and ensure targets are met.
- Lead a team of business partners and provide coaching and guidance.

Key Relationships

- Director Business Partnering
- Senior P&C Leadership
- Senior Executives and Management
- People & Culture Business Partners
- Associate Director Employee Relations
- Employee Relations Business Partners
- All levels of management
- Employees
- Suppliers (i.e recruitment), EAP provider
- Union organizers

Job Environment

- The role will work across all sites
- Working hours Mon - Frid

2. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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.

3. 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.

4. 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

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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Key Capabilities & Attributes

- Tertiary Qualifications in Human Resources or other related discipline
- Highly collaborative with the ability to build strong relationships with senior management and cross functional partners.
- Proven track record in providing People & Culture solutions in a complex organisation
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills
- Demonstrated negotiation skills
- High level of integrity, honesty and commitment
- Innovative and lateral thinking
- High level of self-awareness and emotional intelligence
- Solution orientated
- Flexibility and adaptability
- Demonstrated ability to lead a team of Business Partners

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. 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