

Position Description

Position Title	Advisor – People and Culture
Position Number	30102525
Division	People & Culture
Department	People and Culture
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Classification Description	Grade 5
Classification Code	HS5
Reports to	Director – People and Culture
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning and resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety.

Staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

The People & Culture Advisory Team

The People and Culture Advisory Team provide support and advice to managers and staff regarding all matters associated with employee relations and industrial relations. Each division has a dedicated Advisor that is available to provide support when needed.

The Position

The People and Culture Advisor provides advice and consultancy services to managers and staff across the organisation. The Advisor works in partnership with managers to enable tailored people focussed solutions ensuring high quality outcomes. This position promotes and practices consistent interpretation and use of policies, protocols and systems, as well as the capturing and monitoring of data to enable service improvement.

Responsibilities and Accountabilities

Key Responsibilities

Performance Management

- Provide guidance and coaching to all levels of management and others in their people management and performance management responsibilities.
- Advise and coach managers on how to deal with performance issues from both a legislative and HR perspective. Support managers throughout the performance management processes to achieve outcomes.
- Provide support and advice regarding the performance review and development planning system.
- Organise, attend or lead facilitated conversations between staff and provide written documentation from these meetings.

Industrial/employee relations

- Understand, interpret and advise on all aspects of employee and industrial relations.
- Liaise with union delegates and organisers as required.

- Keep up to date with changes to legislation, awards and EBA's.
- Act as key player in workplace implementation committees for EBA roll outs as required.
- Review, develop and grade position in line with EBA requirements.
- Prepare remuneration submissions giving consideration to relevant EBA descriptors/definitions.
- Prepare documentation and represent Bendigo Health at Conciliation and Commission hearings.
- Attend, facilitate and provide documentation including Agendas and minutes for Consultative Committee meetings.
- Represent People and Culture at meetings and forums.
- Conduct investigations as required.

Change Management

- Work with business units to help identify process improvements.
- Assist in identifying and resolving people management issues resulting from structural changes, business changes and implementation of new systems and processes.
- Ensure the appropriate action is taken to address all industrial matters when change occurs, including the development of organisational impact statements.
- Assist in identifying and delivering appropriate mechanisms to ensure smooth transition and minimise negative impacts on people.
- Advise, organise and attend redeployment meetings with management and staff and provide written documentation from these meetings.

Recruitment and Retention

- Work with managers to ensure appropriate resourcing of teams/units.
- Provide support and guidance to managers regarding the retention of staff.
- Participate in discussion and provide information to new employees on orientation days as rostered.

Policy and Protocols

- Assist in the development and implementation of Human Resources policies, protocols and systems.
- Develop strategies to ensure that human resources initiatives are communicated and effectively implemented across the organisation.
- Provide advice and coaching to managers and staff with respect to all people related policies, protocols and guidelines.

Training and Development

- Work in conjunction with the Corporate Education and Systems Team to develop and tailor education programs to ensure the professional development of staff.
- Present learning and development programs as required.

Projects

- Undertake projects as required.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. A tertiary qualification in Human Resources or a related field and/or demonstrated experience as a Human Resources practitioner.
2. Demonstrated ability to interpret and apply multiple Awards/Enterprise Agreements and provide high level advice to staff and managers on a range of human resources matters.
3. Demonstrated ability to develop and maintain effective business relationships with key stakeholders.
4. Demonstrated capacity to identify, develop and implement effective process improvements.
5. Demonstrated ability to influence and negotiate to produce quality outcomes that contribute to strategic objectives.
6. Excellent interpersonal and communication skills with all levels of staff.
7. Demonstrated ability to initiate contemporary human resources solutions and embed them in the workplace.

Desirable

8. Well-developed conceptual, research and analytical skills and an ability to prepare a range of reports and correspondence.
9. Computer literacy, including databases, spreadsheets, word processing and other applications used in the windows environment.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.