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Manager of People & Culture

Gateway Health



**About Gateway Health**

**Our Vision**

People living well

**Our Mission**

Gateway Health provides primary healthcare and support to all in our community and focuses on providing services to those with the highest risk of poor health

**Our Values**

We Care

We achieve

We work together

We learn

We innovate

These five values reflect the way we interact with consumers, our approach to service delivery & how we look after each other. Gateway Health strives for an achievement culture that encourages innovation & initiative. We build & foster strengths-based programs that focus on support & recovery. Our staff are our greatest asset.

**Gateway Health**

Services are delivered by over 340 staff members at sites in Wodonga, Wangaratta & Myrtleford in Victoria, & through outreach services provided across North East Victoria & Southern NSW. A broad range of services are provided by Gateway Health ranging from Bulk Billing Medical Practices, Allied Health, Alcohol & Drug services including Home Based Withdrawal, Counselling services, Gamblers Help, Health Promotion, Chronic Disease Management, Aged Care services including Assessment, Disability Services, Mental Health, Indigenous, Young Parenting & Men’s Behaviour Change programs. Other programs include headspace, Youth Services, Refugee Health & Sexual Health.

Gateway Health staff are passionate about the care they provide and this passion ensures that their patients, clients, carers and support networks are at the centre of everything they do.

Gateway Health takes pride in supporting people and their communities, particularly those most in need, to improve their health through active participation, inclusion and access to the highest possible standard of health care in a welcoming environment that promotes and upholds human rights.

Thousands of people from across the Ovens Murray region have used Gateway Health services over the last 12 months from centres in Wangaratta, Wodonga and Myrtleford and through home visiting and community outreach services. This includes people of all ages from a diverse range of backgrounds and life experiences, including Aboriginal and Torres Strait Islander peoples, refugees and recently arrived migrants, people from the LGBTIQ communities and those experiencing homelessness and/or mental health issues. Many face significant health disadvantages and ongoing or complex health and care needs.

Gateway Health values diversity and does not tolerate discrimination. They welcome and promote cultural safety, participation and empowerment.

Gateway Health recognises that all children have a right to feel and be safe. The welfare of children participating in their services will always be the highest priority. Gateway Health has a zero tolerance to child abuse, including physical and online environments, and aims to create a child safe environment. Gateway Health has a child safe policy in place to guide staff in identifying, responding and reporting suspected child abuse.

*For more information about Gateway Health please go to the website where you will be able to access:*

*The Annual Report*

*The quality of care report*

*The strategic Plan*

**Organisational Structure**



**Manager of People & Culture (MPC)**

Purpose of the role

Reporting to the CEO, the Manager People and Culture will drive organisational excellence by providing strategic leadership and operational delivery of people and organisational development functions and services for Gateway Health, including management of employment services, employee relations, the volunteer program, student placement and occupational health and safety and return to work programs. As a member of the executive team, the Manager will play a key role in nurturing and developing a positive organisational culture based on Gateway Health values.

**Key Selection Criteria**

**Essential (Qualifications, Licences & Experience)**

1. Bachelor Degree in Human Resource Management, Business or Learning and Development or similar field
2. Extensive experience and a record of achievement in the delivery of diverse human resources, industrial relations and organisational development functions in a medium to large complex organisation and environment
3. Demonstrated experience in building and leading successful HR teams and the ability to motivate, delegate and achieve strategic, operational, developmental and change management outcomes through people at all levels.
4. Strong industry knowledge and technical expertise in ensuring compliance with relevant legislative and regulatory requirements, along with well-developed understanding of contemporary best practice in the people and culture field.
5. Proven ability to develop, execute and monitor achievement of organisational plans including workforce plans, annual business plans, quality plans, and learning and development strategy.
6. Well-developed skills in developing, monitoring, analysing and reporting on workforce metrics, and demonstrated experience in using this data to inform workforce planning and improvements in employee experience and performance.
7. Demonstrated use of high level written, verbal and interpersonal communication skills to build and maintain effective working relationships with internal and external stakeholders.
8. Demonstrated ability to professionally handle sensitive and confidential information, exercise sound judgement, and outstanding influencing, problem solving, conflict resolution, diplomacy and advocacy skills.
9. Well-developed information management skills including use of the Microsoft suite of products, electronic document management systems, administration of corporate records & digital communications
10. Strong organisational skills, with the ability to prioritise demands, escalate where required, and deliver on multiple deadlines and juggle competing priorities
11. Demonstrated experience in setting, monitoring and reviewing budget and business performance measures.
12. Current Australian Drivers Licence
13. Satisfactory National Police Records Check prior to commencement.

**Desirable**

1. Experience working within Not-for-Profit or Healthcare sectors would be highly regarded
2. Certificate IV in Training and Assessment
3. Post graduate qualifications in Business or Human Resource Management
4. Membership of Australian Human Resource Institute

**Remuneration**

The role is full time

The total remuneration package will be based on the Victoria Public Health Sector Award - (Health and Allied Services, Managers and Administrative Workers Award) HS7

The base salary is $106,334.8

Additional benefits include:

* Superannuation – 9.5%
* The use of a fleet vehicle
* Salary Packaging available
* Relocation assistance may be negotiated with the successful applicant

**How to Apply**

Applications should include the following information and be emailed to: **hrsa@hrsa.com.au**

1. Covering Letter

2. Current CV

3. Statement addressing the Key Selection Criteria

4. Completed Application Form (Available on the HRS web site)

**Applications Close: March 16, 2018**

**Further Information**

Jo Lowday

Director

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