



HRS

Manager People & Culture

Beaufort & Skipton Health Service



Beaufort & Skipton
Health Service



About Beaufort & Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service providing urgent care, primary care, aged care and in patient acute services across two health service campuses in the townships of Beaufort located in the Pyrenees Shire and Skipton within the Corangamite Shire.

The catchment area extends from Derrinallum and Lismore in the South, to Lexton and Amphitheatre in the North, and stretches to include Streatham, Linton, and Snake Valley. Beaufort and Skipton Health Service covers portions of the Pyrenees, Corangamite, and Golden Plains Shires. Within these areas the health service provides services to about 5000 people.

Vision:

We are a vital community link for the people of Beaufort and Skipton

Mission:

Ensure that all people can access appropriate timely care in their community

Values:

We Surpass	Excellence
We Create	Teamwork
We Show	Respect
We Value	Trust
We Connect	Community



Health Services

Beaufort & Skipton Health Services formed in 1996 following the amalgamation of the Ripon Peace Memorial Hospital in Beaufort, and the Skipton and District Memorial Hospital.

The bed configuration includes:

Beaufort

- Ten acute beds
- Fifteen nursing home beds
- Twelve hostel beds (including 1 respite bed).

Skipton

- Six acute beds
- Eleven nursing home beds
- Nine hostel beds (including one respite bed).

A Community Health Centre also operates in each of the two townships.

Admission to each acute facility is via general practice clinics located on-site. St John of God Hospital provides pathology services at each campus, and general practitioners also have access to the Grampians Region Palliative Care team, Community Psychiatry, and visiting geriatricians and cardiologists.

Chemotherapy, dialysis and unqualified neonate care is not available at either campus, and there are no maternity services at either campus.

Beaufort & Skipton Health Service operates general practice clinics at both campuses. The general practitioners provide medical appointments for the community, and support the acute inpatient units, aged care services and urgent care centres at the two sites. The two practices share on-call duties for the two campuses' inpatient units and residential aged care services.



The Role

The People and Culture Manager is responsible for providing people and culture services to support BSHS strategic direction and business objectives. The role supports the CEO, executive, managers and staff to develop and sustain employee engagement and a positive workplace culture in a manner consistent with BSHS values. This including undertaking a wide range of people and culture matters with a focus on contemporary people management.

The role provides advice and support on a broad range of HR related matters including relevant legislation, policy and procedure development and implementation. The role provides a high level of customer service throughout the organization on administrative processes including: staff wellbeing, staff concerns / grievances, accreditation, credentialing, training, contracts, recruitment, and systems monitoring and maintenance. This role liaises with people external to BSHS on recruitment.

Key Responsibilities

1. Personal and Professional Development
2. Customer Service
3. Administration and Documentation
4. Technical Skills and Application
5. Teamwork and Communication
6. Quality/Safety and Risk Management



Key Selection Criteria

KSC 1: Knowledge, skill and ability in the provision of contemporary people and culture services including performance management, organizational development, OH&SW and injury management, enterprise bargaining skills, industrial relations and recruitment.

KSC 2: Highly developed interpersonal, consultative, verbal and written communication skills

KSC 3: Experience and skills in negotiation and change management

KSC 4: Ability to contribute effectively as a participative and supportive team member and able to develop effective relationships with internal and external stakeholders

KSC 5: Experience and skills in staff engagement strategies, planning and reporting

KSC 6: Evidence of understanding, interpreting and applying relevant legislation, including EBAs and Awards

KSC 7: Ability to empathise and engage with staff at all levels, while responsibly resolving critical issues.

Essential:

- Formal education and/or training in Human Resource Management or similar, or equivalent years of experience
- Excellent interpersonal and customer focused skills and negotiation skills

Desirable:

- Previous health service experience
- Experience in People and Culture management



Remuneration

A competitive remuneration package will be negotiated with the successful applicant.

The TRP is inclusive of:

- Base Salary
- Superannuation

Other benefits:

Salary packaging benefits are also available.

Classification: HS4

Award: Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020

How to Apply

Applications should include a:

- Covering Letter incorporating a response to the Key Selection Criteria
- Current CV
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at hrsa@hrsa.com.au

Applications Close: 3 May 2019

Further Information

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