

People & Culture Manager

Mildura Base Public Hospital



About Mildura Base Public Hospital

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

Mildura Base Public Hospital is a 172 bed (level 1) tertiary teaching hospital. The hospital provides public hospital services on behalf of the Victorian Government to the community of Mildura and the Sunraysia District. The hospital provides a suite of acute services including emergency, maternity, intensive care, general medicine and surgery, oncology, medical imaging, pathology, dialysis, mental health (inpatient and community services) and a number of ambulatory services.

Mildura Base Public Hospital is affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate medical, nursing and allied health education. Affiliations also exist with other universities for clinical placement and training.

Mildura is located in North West Victoria on the Murray River approximately 600 kms from Melbourne and 380 kms from Adelaide.

The population of Mildura and surrounding district (Sunraysia) is approximately 80,000. The region has several daily air services from Mildura to Adelaide and Melbourne taking approximately 1 hour.

Renowned for its warm climate, the Mildura region receives the highest sunshine hours in Victoria, being an average of 8.6 hours per day (over 12 months), as well as the highest number of clear days in Victoria, being 132 per annum. The average annual minimum temperature is 10.3°C and average annual maximum temperature is 23.6°C.

The region is home to a wide range of quality early years, primary, secondary and further education services including child care, kindergartens, public and private primary and secondary schools, university campuses, TAFE and registered training providers.



Services

Mildura Base Public Hospital provides an extensive range of services.

Specialties include:

- Cardiology
- Community and Inpatient Mental Health Services
- Chemotherapy
- Day Surgery
- Dialysis
- Emergency Services
- ENT Surgery
- Faciomaxillary Surgery
- General Medicine
- General Surgery
- Gerontology
- Hospital in the Home
- Intensive Care
- Obstetrics and Gynaecology
- Oncology
- Ophthalmology
- Orthopaedics
- Paediatrics
- Psychiatry
- Rehabilitation Services
- Urology

Comprehensive Pathology, Imaging, Pharmacy and Allied Health Services are also available on-site. Resident medical staff provide medical cover 24 hours a day, working in liaison with visiting medical officers.



The Role

Reporting to the Executive Director People & Culture, the role is responsible for leadership and management of the Human Resources team and function.

Duties include the creation, development and maintenance of policies, procedures and resources to support best practice people management; the implementation of effective and efficient strategies to meet the organisation's needs; and the provision of professional advice and implementation of Award/EA conditions, legislative, industrial, employee and organisational development issues.

This role forms a key part of the People and Culture leadership team and will work collaboratively with Education, Learning and Development, Health, Safety and Wellbeing and Medical Workforce. The role will also be responsible for human resources activities related to medical workforce. The role will deputise for the Executive Director People & Culture as required.

The People and Culture Manager will uphold and promote, through positive role-modelling, the values of MBPH.

KEY RESPONSIBILITIES AND DUTIES

In consultation and direction of the Executive Director People and Culture, you will:

- Support the development and implementation of the People and Culture strategy across MBPH, with the aim of mitigating organisational risk and enhancing workplace performance.
- Drive positive and proactive staff engagement, within the P&C function and broader organisation.
- Foster a professional and customer service centric culture that is focused on delivering client focused, agile, responsive and continually improving service delivery.
- Build a high performing People and Culture team through increasing capability and capacity of administration and advisor staff.
- Operational management and professional development responsibility for the People and Culture teams.
- Support managers and executives, to effectively implement business and cultural change initiatives.
- Collaborate with other managers within the People and Culture leadership team to deliver a range of initiative to support the development of a high performing culture across MBPH.
- Provide expert advice, coaching and mentoring to managers, and executives on people, culture, industrial relations and organisational development issues.



Key Selection Criteria

Qualifications / Certificates

A tertiary qualification in Human Resources Management or other appropriate disciplines, post-graduate qualification desirable, but not essential.

Specialist Expertise

- Commitment to on-going education and professional development.
- Minimum of five (5) years' experience' experience in Human Resources Management with desirable experience at a senior management level.
- Comprehensive knowledge and understanding of relevant legislation, Awards, Enterprise Agreements and contemporary Human Resources practice.
- Membership of, and active participation in, appropriate industry associations or forums.

Personal Qualities, Knowledge and Skills

- Well-developed conceptual, research and analytical skills and an ability to prepare a range of reports and correspondence.
- Excellent interpersonal and communication skills with all levels of staff.
- Ability to give excellent customer service to both internal and external customers.
- Well-developed time management and organisational skills.
- Ability to relate to, and negotiate with, a wide range of individuals and groups.
- Ability to work in a changing environment and demonstrate flexibility and problem-solving skills.
- Experience in developing the capability of staff and managers, both within HR and the broader organisation.
- Experience within the healthcare sector is desirable.



Remuneration

A competitive remuneration package will be negotiated with the successful applicant. The Total Remuneration Package (TRP) is inclusive of:

- Base Salary
- Superannuation

Other benefits:

Salary packaging benefits are also available.

How to Apply

Applications should include a:

- Covering letter incorporating a response the Key Selection Criteria
- Current CV; and
- 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: 9 April 2021

Further Information

John Cross
Director
Health Recruitment Specialists
0417 332 598

