

## POSITION DESCRIPTION

<b>Position:</b>	People & Culture Manager
<b>Division:</b>	Corporate Services
<b>Unit:</b>	People and Culture
<b>Enterprise Agreement</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative workers) Single interest Enterprise Agreement 2016-2020
<b>Reports to:</b>	Executive Director – People and Culture

### 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.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be 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.




### VISION





Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 Responsiveness	<b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	<b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	<b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	<p><b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p><b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p><b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## POSITION SUMMARY

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. 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.
- Review human resource functions related to medical workforce with the view to consolidate and return to the P&C team.
  - Effectively deliver HR/ER/IR/OD solutions, including the investigation of complaints and allegations, case management of performance and conduct issues and overall building of a high performing workforce.
  - Represent MBPH at Fair Work for employee relations matters including employee disputes.
  - Management of all industrial relations matters within MBPH.
  - In-depth knowledge of relevant EA's including the ability to interpret and apply conditions and implement WIC committees for new EAs
  - Actively engage with Victorian Hospitals' Industrial Relations Association in the bargaining and negotiation of EA's and ensure MBPH remains compliant in its industrial duties throughout.
  - Ensure MBPH's compliance with legislative changes and Victorian Government requirements that impact on business deliverables.
  - Develop and implement a range of workforce initiatives in line with the MBPH strategic plan and People & Culture strategic plan.
  - Oversee and review a range of reports of key HR metrics and initiatives, on a regular ad-hoc basis.
  - In conjunction with the Executive Director – People & Culture, assist with the development of and manage annual People & Culture department budget.
  - Undertake projects to enhance services within the People & Culture directorate.
  - Seek innovative solutions to address workforce planning challenges, including proactive talent management and succession planning.
  - Contribute to the development and delivery of annual department and divisional operational plans.
  - Ensure an effective and efficient end to end recruitment process that supports the attraction and retention of high quality candidates to support the achievement of organisational objectives.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## 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.

#### **MANDATORY REQUIREMENTS**

##### **National Police Record Check:**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

##### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

##### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

*All Mildura Base Public Hospital 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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*