

# People & Culture Manager

Moyne Health Service



# About Moyne Health Service

Moyne Health Services (MHS) is a health service incorporated under Schedule 1 of the Health Services Act 1988. As a rural health service, Moyne Health Services is a multi-million dollar health service with an impressive history of meeting the health needs of the local and broader community. Our Health Service is regarded as Victoria's oldest hospital, established in 1849. We employ 220+ staff, making us one of the largest employers in the region. We have 160+ dedicated volunteers who have donated over 31,000 volunteer hours. Our local economy benefits to the tune of approximately \$16M per annum. We maintain our commitment to strategically positioning Moyne Health Services as a premium and sustainable Small Rural Health Service.

## OUR PURPOSE

The purpose of Moyne Health Services is to provide the Best Care – Every person, every time.

## OUR VALUES

Moyne Health Services' Values are defined as: **C.A.R.E.**

**Collaboration** - Less me, more we

**Accountability** - Own it Do it

**Respect** - Everyone matters

**Excellence** - Better, best, brilliant



# About Moyne Health Service

## OUR SERVICE

Every day, Moyne Health Services shares the lives, aspirations, experience and wisdom of our community. We work together, supporting each and every member to ensure high quality care, tailored to individual needs. Services range from health education, literacy and promotion, social support, to delivering direct preventative, curative and supportive services. Our focus is on promoting and maintaining strength, wellbeing, independence and individuality with dignity, through offering services tailored to each person and their families.

Our service profile continues to diversify and as a result we provide a wide range of specialist programs and services delivered from both our Port Fairy and Koroit campuses. We recognise the challenges faced by many in navigating the health system and aim to reduce the anxiety associated through a 'no wrong door' approach to delivery. The optimisation of wellbeing for all community members is our aim.

The success of Moyne Health Services continues to be underpinned by the dedication and professionalism of our staff. Our workforce of 220+ staff adds to the diversity of services we provide to our community. We are well supported by our residents' families, 160+ volunteers and auxiliary members which support our ethos to continue working with our community to create a positive enriched caring environment.

- **ACUTE HOSPITAL CARE**
- **AGED CARE**
- **COMMUNITY HEALTH SERVICES**
- **MEDICAL SERVICES**

## FUTURE PRIORITIES

- Commence implementation of Service Plan 2020-2025
- Gender Equity Act implementation
- Launch of Moyne Health Services, new visual identity (logo)
- Launch of Moyne Health Services, new website
- Continue actioning deliverables in Strategic Plan



# Financials and Service Performance

## PERFORMANCE AT A GLANCE

### Financials

Operating Result	2020 \$000	2019 \$000	2018 \$000	2017 \$000	2016 \$000
Total revenue	20332	21076	17362	17743	17231
Total expenses	20575	19327	17907	16645	15643
<b>Net result from transactions</b>	-243	1749	-545	1098	1588
Total other economic flows	-90	-76	37	-92	59
<b>Net result</b>	-333	1673	-508	1006	1647
Total assets	52750	51417	43161	44001	39391
Total liabilities	23704	20291	20461	20794	17443
<b>Net assets / Total equity</b>	29046	31126	22700	23207	21948

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### Occupational Violence

Moyne Health Services is committed to addressing occupational violence incidences.

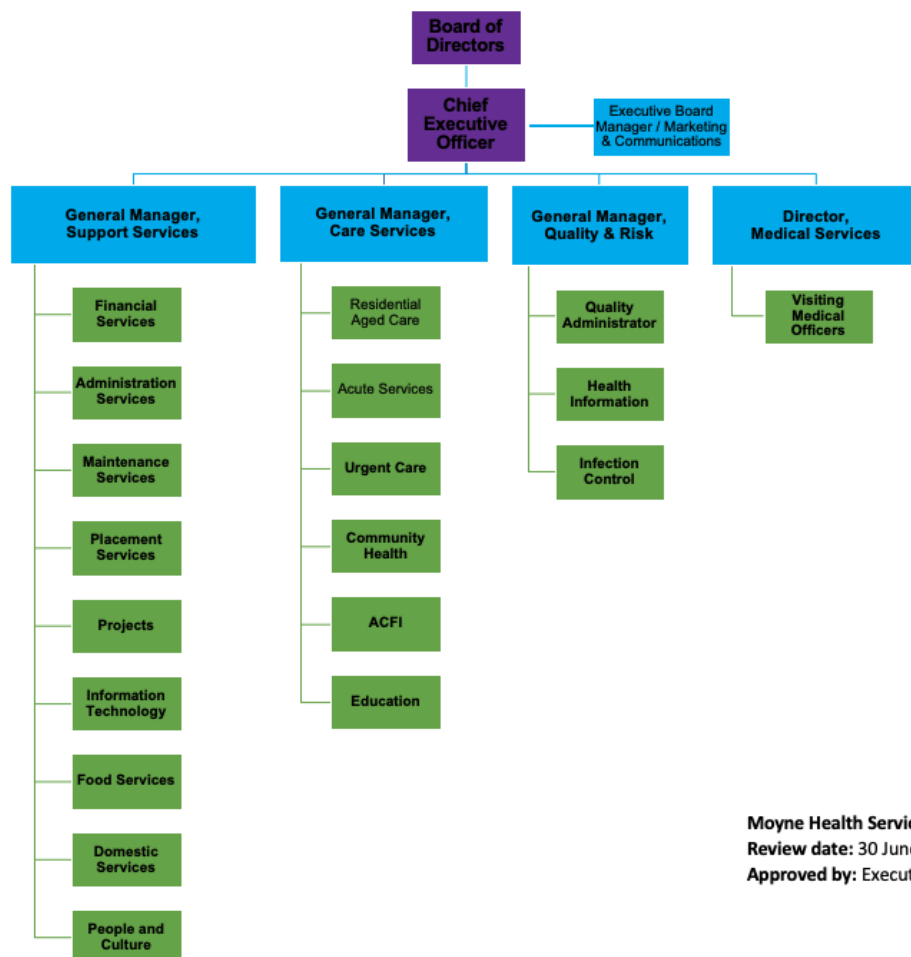
Occupational Violence Statistics	2019-20
WorkCover-accepted claims with an occupational violence cause per 100 EFT	0
Number of accepted WorkCover claims with lost time injury with an occupational violence cause per 1,000,000 hours worked	0
Number of occupational violence incidents reported	26
Number of occupational violence incidents reported per 100 EFT	20.02
Percentage of occupational violence incidents resulting in staff injury, illness or condition	15.38%

### Occupational Health and Safety

Occupational Health and Safety Statistics	2019-20	2018-19	2017-18
The number of reported hazards/incidents for the year per 100 FTE	77.77	56.25	55.19
The number of 'lost time' standard WorkCover claims for the year per 100 FTE	7.7	3.85	4.18
The average cost per WorkCover claim for the year ('000)	\$8,829	\$6,037	\$12,145



# Organisational Structure



Moyne Health Services – Organisation Structure

Review date: 30 June 2021

Approved by: Executive Team



# People & Culture Manager

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## PRIMARY OBJECTIVES

The position partners closely with management and staff, to provide leadership and management of the People and Culture function for the organisation.

## DUTIES AND RESPONSIBILITIES

- Operational management of staff in the People and Culture function (People and Culture Administration officer and People and Culture Advisor).
- Support and advise managers and staff with understanding remuneration and benefits, including classification advice and reviews.
- Develop key HR metrics and initiatives on a regular and ad hoc basis.
- In-depth knowledge of relevant Employment Agreements across the organisation and provision of timely and relevant advice to managers and staff regarding employment matters.
- Lead the People and Culture function to drive positive and proactive staff engagement within the function and the broader organisation.
- Manage industrial and employment relations processes, investigations and administration (including staff mediation, counselling, staff grievances and performance management).
- Deliver a broad professional development program across the organisation
- Oversee effective delivery of HR information systems and solutions including effective use of Kronos across the organisation.
- Manage and monitor processes to ensure retention and recruitment of a high performing workforce, seeking innovative solutions to address workforce planning challenges.
- Ensure an effective end to end recruitment process is in place in line with organisational delegations.
- Represent MHS as required at Fair Work for employee and industrial relations matters including employee disputes.



# Key Selection Criteria

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## ESSENTIAL

- Tertiary Qualification in relevant area or equivalent experience in a HR generalist/management role
- Well-developed understanding of Industrial and Employee relations including the ability to understand, interpret and apply Enterprise Bargaining Agreements and relevant Awards.
- Proven ability to relate to and negotiate with a wide range of individuals and groups including all levels of an organisation and external stakeholders such as Unions.
- Excellent verbal and written communication skills.
- Ability to work in a team environment with limited direction.
- Strong time management and organisational skills including the ability to work in a changing environment, demonstrating flexibility and problem solving skills
- High level of digital literacy including Microsoft applications and familiarity of HRIS
- Proven experience coordinating organisational Occupational Health and Safety systems and processes

## DESIRABLE

- Experience working in a healthcare, community or not-for-profit environment



# Remuneration

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The role is: - Full Time (**neg**)

The remuneration is in line with: Victorian Public Health Sector (Health and Allied Services, Manager & Administrative Officers) Enterprise Agreement 2016 – 2020. An attractive salary will be negotiated with the successful candidates that is subject to experience.

Other benefits include:

- Salary packaging available
- Relocation / accommodation assistance may be negotiated
- Supportive team environment
- Highly skilled board and executive
- Port Fairy is a beautiful location with a vibrant and friendly community

## How to Apply

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

1. Covering Letter that includes a statement addressing the Key Selection Criteria
2. Current CV
3. Completed Application Form (Available on the HRS web site)

**Applications Close: 13 August, 2021**

## Further Information

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