

Position Description

Position:	People & Culture Manager
Reports To:	Executive Director – Corporate Support Services
Department:	People & Culture
Award:	Victorian Public Health Sector (Health and Allied Services, Manager & Administrative Officers) Enterprise Agreement 2016 – 2020
Minimum Qualification:	<ul style="list-style-type: none">• Tertiary Qualification in relevant area or equivalent experience in a HR generalist/management role
Key Selection Criteria (Essential):	<ul style="list-style-type: none">• 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
Selection Criteria: (Desirable)	<ul style="list-style-type: none">• Experience working in a healthcare, community or not-for-profit environment
Date:	May 2020

ORGANISATIONAL PURPOSE AND VALUES

Our Purpose

Best Care - Every person, every time

Our Values (C.A.R.E.)



Collaboration

More we, Less me



Accountability

Own it. Do It.



Respect

Everyone matters



Excellence

Better, best, brilliant

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 and professional development responsibility for 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).
- 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.

QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT

- Support and participate in organisational continuous improvement activities and development of department's annual improvement plan.
- Undertake projects to enhance services within People and Culture.
- Rectify actual or potentially hazardous situations where appropriate.
- Report as soon as practicable, unsafe equipment, work practices or conditions.
- Ensure MHS compliance with legislative changes and Victorian Government requirements that impact on HR and general deliverables.
- Adhere to MHS policies and procedures.

DEVELOPING OUR PEOPLE

- Foster a professional and customer service centric culture that is focused on delivering client focused outcomes in a responsive and continually improving service model

- Build a high performing People and Culture function through increasing capability and capacity of the team.
- Participate in the annual performance review and development process.
- Attend and complete all required training and actively participate in ongoing professional development opportunities.

EFFECTIVE RELATIONSHIPS

- Build effective partnerships with external and internal stakeholders groups.
- Actively engage with Victorian Hospitals Industrial Relations Association in the bargaining and implementation of EBAs to ensure that MHS is compliant with its industrial obligations.

FINANCIAL SUSTAINABILITY

- Ensure material resources are utilised in a cost effective way.

FACILITIES EQUIPMENT & TECHNOLOGY

- Respect and appropriately care for the organisations property and equipment.
- Ensure that the equipment and environment support safe practice for the benefit of clients and staff.
- Maintain competency and proficiency in the use of equipment.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for providing a broad range of People and Culture support to Moyne Health Services and dealing with enquiries from Managers and staff under the general guidance of Executive Director – Corporate Support Services. The incumbent has the authority to determine priorities for duties required and is responsible for the timely and accurate collation of applicable documentation.

The incumbent is also accountable for the confidentiality of all related documentation and information within the boundaries of the position and expected to demonstrate a high level of discretion in working with sensitive and confidential information.

JUDGEMENT AND DECISION MAKING

Exercise independent judgement and problem solving skills in the day to day co-ordination of the services in accordance with Moyne Health Services policies and procedures.

This position description is intended to reflect the main duties and responsibilities of this position and is not intended as an exhaustive list of duties for the role. Duties and responsibilities may be reviewed and amended according to operational needs of the business.

Position Requirements	
A satisfactory National Police Check (no older than 3 months) must be provided prior to commencement at MHS.	Required
Evidence of Professional Registration	Not Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not Required
Satisfactory Working with Children Check	Preferred
Undertake Pre-Employment Check as per MHS policy (This is mandatory prior to commencement and when required during employment)	Required
Typical Work Schedule	
This position is worked in organisational business hours between Monday and Friday. Availability to work additional hours may occasionally be required.	

JOB DEMANDS CHECKLIST

Moyne Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			√		
Standing	Remain standing to perform tasks	√				
Walking	Periods of walking required to perform tasks	√				
Bending	Forward bending from waist to perform tasks	√				
Kneeling	Remaining in a kneeling position to perform tasks	√				
Lifting/Carrying	Light lifting and carrying		√			
	Moderate lifting and carrying	√				
	Assisted lifting (mechanical, equipment, person assist)					√
Working at	Ascending and descending ladders, stools,					√

Heights	scaffolding					
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment					√
Reaching	Arms fully extended forward or raised above shoulder	√				
Crouching	Adopting a crouching posture to perform tasks					√
Foot Movement	Use of leg and/or foot to operate machinery					√
Head Postures	Holding head in a position other than neutral (facing forward)					√
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			√		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	√				
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.	√				

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations	√				
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	√				
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased					√
Gases	Working with explosive or flammable gases requiring precautionary measures					√
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					√
Noise	Environmental/background noise necessitates people raising their voice to be heard					√
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE					√
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					√
Radiation	Working with radiologic equipment					√

I acknowledge that I have read and understood the requirements of this position. I agree to perform the position in accordance with this description to the best of my abilities. I confirm I have read and understand the requirements and demands of this position and that I am capable of meeting these.

APPROVALS	Name	Signature	Date
Reporting Manager			
Employee			