

# Director People & Culture

East Wimmera Health Service



East  
Wimmera  
Health  
Service



# About East Wimmera Health Service

## Our Culture, Our Values.



**WHY** are we here?  
To cultivate healthy communities.

**HOW** are we going to cultivate healthy communities?  
Through consumer centred care.

**WHAT** will we deliver to our consumers?  
A positive health experience.



## Cultivating Healthy Communities



# East Wimmera Health Service

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East Wimmera Health Service [EWHS] is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara people. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. St Arnaud is our largest town with a population of 2,500 and the smallest, Birchip with approximately 700 people. EWHS has a total population of approximately 9,500 people.

East Wimmera Health Service provides urgent care, acute medical beds and residential aged care beds at all five campuses, with a renal dialysis service located at Donald. East Wimmera Health Service has continued to transition from a traditional bed-based service delivery model of care toward a community-based prevention model of care. Our community-based services include Health Promotion, Dietetics, Social Work, Occupational Therapy, Physiotherapy, Speech Pathology, Aged Care assessment services, Post-Acute Care, Hospital Admission Risk Program, Community Health Nursing, Planned Activity Groups, District Nursing Service, Medical Imaging and Diabetes Educators.

Evolving in a community predominantly known for broad acre cropping and grazier farming, EWHS is an amalgamation of three local hospitals and two Bush Nursing hospitals. Administering a budget of around \$30 million, EWHS is focused on improving the health of its communities with a dedicated team, consisting of over 400 staff members, working across campuses located in Birchip, Charlton, Donald, Wycheproof and St Arnaud.

The Buloke and Northern Grampians Shires have experienced considerable population decline from 2002 to the present and this decline is projected to continue although at a slower rate through to 2022. The population aged 65+ are overrepresented while the 15-44 age bracket is under represented. Residents aged 85+ make up 6 percent of the population. Buloke and the Northern Grampians Shire have low levels of cultural diversity and individuals speaking a language other than English at home. Over 46 percent of the population volunteer, the highest percentage in Victoria.



# The Role

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The Director of People and Culture is responsible and accountable for developing strategies that support East Wimmera Health Service's quality goal to ensure our staff are appropriately equipped to deliver a positive health experience at the point of care for every person every time. The Director of People and Culture has Executive leadership of the People and Culture Directorate which includes Human Resources, Payroll, Health & Safety, Return to Work, Education & Development and Support Services. As a member of the Executive team this role is integral for the successful delivery of East Wimmera Health Service's vision and values.

## Some Key Responsibilities:

- Manage resources within budget for the Directorate and service as a whole.
- Provide HR/IR/Payroll service, support and assistance to partner agencies as requested.
- Oversee and participate in the annual performance appraisal process at EWHS.
- Coordinate the performance review programs for staff within the divisions, monitor and review the process.
- Ensure all EWHS human resource policies and procedures are maintained and kept up-to-date. Implement and educate EWHS personnel in these policies and procedures to maximize their effectiveness.
- Actively monitor achievement against National and Aged Care Standards in preparation for organisational accreditation surveys.
- Monitor staff incident report data via VHIMS to identify trends and ensure appropriate action is taken.
- Ensure Human Resources activities are compliant with relevant legislation eg Occupational Health and Safety Act 2004, Accident Compensation Act 1985, Industrial Awards and Certified Agreements, Equal Opportunity Act, etc
- Monitor workplace injuries, implement and evaluate return-to-work programs for injured workers.
- Liaise with EWHS Workcover insurer to ensure that our premium is monitored on a regular basis and appropriate remedial action is undertaken.
- Provide regular updates to the Executive on the status of the EWHS Workcover claims status and premium.
- Support the orientation of staff as directed by the Chief Executive Officer and in collaboration with the Human Resources Manager and Education & Development Manager.
- Oversee the efficient, effective and reliable operations of EWHS's payroll service.
- Ensure EWHS salary packaging arrangements are current and compliant with all relevant legislation.



# Key Selection Criteria

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1. Hold a relevant Human Resources or related tertiary qualification and membership of a relevant professional association (eg AHRI).
2. Demonstrated experience in a senior role relating to managing people and leading culture with proven well-developed leadership and management skills in a complex and changing environment.
3. Demonstrated knowledge regarding the contemporary issues impacting on health workforce management in a rural environment along with the ability to develop and implement strategic human resources policies and initiatives.
4. Proven strong interpersonal skills and a high level of oral and written communication skills, including mediation/facilitation skills and a demonstrated ability to deal fairly and sensitively with people of diverse backgrounds and cultures.
5. Ability to deliver strategic outcomes for this role whilst meeting set KPIs.
6. Ability to respond to regulatory requirements and legislative changes as related to human resources management, whilst operating effectively in an industrial sensitive environment.



# Remuneration

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EWHS will negotiate a competitive remuneration package with the successful applicant depending on qualifications and experience.

The TRP is inclusive of:

- Base Salary
- Superannuation
- 5 weeks annual leave and ADOs

Salary packaging benefits are also available.

## How to Apply

Applications should include a:

- Covering Letter incorporating a response to 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](mailto:hrsa@hrsa.com.au)

**Applications Close: 22 October 2021**

## Further Information

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