



Applicant Information

Director People & Culture

JUNE 2022

RESUME

Street Name 1
70000 City Name
Tel: 0000 5555555
E-Mail: email@name@server.com

SUMMARY

- Experience in commercial engines development
- Expert knowledge in programming
- Strong experience in software design and architecture, animation, network performance optimization
- 30 years of development experience. Worked on projects in various industries
- Management of a small team of engineers

WORK EXPERIENCE

07/2007 - Present Company Name Ltd (United States)
Lead Position Name
Working on new innovative project

- Sed sed ipsum et tortor ornare ullamcorper nec quis
- Suspendisse nec urna et amet eros volutpat imperdiet
- Donec et ipsum interdum, vulputate euque in, aliquam
- Integer sed turpis tempus sem lacus pellentesque vitae
- Maecenas mattis mauris non neque fermentum, vel gravida dignissim
- Aliquam rhoncus quam eu eros ullamcorper laoreet

01/2005 - 07/2007 Company Ltd
Position Name
Worked mostly on engine development

- Nulla non metus et neque tempus suscipit
- Suspendisse libero et nulla euismod, vitae aliquet lectus accumsan
- Nulla sed ipsum varius, imperdiet est malesuada, aliquam
- Aliquam vitae enim et amet sed consectetur gravida in et laoreet

ACADEMIC QUALIFICATIONS

2005 - present State Technical University
Post-graduate student, Doing research for dissertation

2004 - 2005 State Technical University
Master's degree in Computer Science

2000 - 2004 National University of Computer Science
Faculty of Computer Science

About Seymour Health

Our Vision

Creating a healthy community

Our Mission

To provide high quality, safe and responsive healthcare for the community

Our Goals

Community – Partnering with our community to support their health and wellbeing

Quality and Safety – Providing safe, high quality, responsive healthcare

People – Investing in our people to provide the best care

Services – Committed to meeting community needs

Sustainability – Responsibly meeting future healthcare needs

Our Values

Respect - Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others.

Accountability and Responsibility - Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.

Honesty, Integrity and Trust - Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

Support - Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

Open and Transparent Communication - Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.



About Seymour Health

Seymour Health is a small rural health service, with the primary site located in Seymour. The Seymour Health catchment covers the Shires of Mitchell, Murrindindi and Strathbogie and has a population of approximately 14,000 residents.

Seymour Health has an annual budget of approx. \$26 million with 300 staff providing a wide range of services including:

Seymour Health consists of:

- 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, day procedure and urgent care
- 40 bed high care aged residential care facility
- Community services, including District Nursing, Social Support Group and Palliative care
- Health Independence Programs which include: Sub-Acute Ambulatory Services (SACS) consisting of Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Dietitian and Diabetes Education, Hospital Admission Risk Program (HARP), and Post Acute Care (PAC)
- Support services including administration, food, hotel and maintenance services • Private pathology and medical imaging services are available on site
Visiting specialists and local General Practitioners provide the medical services
Oral Health Services.

Workforce data

Labour Category	JUNE		AVERAGE MONTHLY	
	Current Month FTE		FTE	
	2020	2021	2020	2021
Nursing	79.54	85.28	75.39	80.78
Administration and clerical	25.91	28.12	26.82	25.92
Medical support	4.99	5.37	4.85	5.94
Hotel and allied services	22.66	26.66	25.95	26.10
Medical Services	0.26	0.26	0.26	0.25
Ancillary staff (allied health)	12.41	13.17	12.87	13.02
Total	145.77	158.86	146.14	152.01

The FTE figures in this table exclude overtime and do not include contracted staff who are not regarded as employees for this purpose (i.e. agency nurses, Nurse Practitioners, Visiting Medical Officers).

For more information regarding Seymour Health please visit the website at:

<http://www.seymourhealth.org.au/index.php?page=about-us>



Organisational Structure



Director, People & Culture

The People and Culture Team consists of the Director, People and Culture, Human Resource Coordinator, Volunteer Coordinator, OH&S Coordinator and the Administration Support Team Leader. The Director, People and Culture also has administration support provided by the executive administration support team. The Director, People and Culture is responsible for the efficient management of Human Resources Services including; Administration support for front reception, the Urgent Care Centre and the Acute Ward, Volunteers, Staff Recruitment, Employment Orientation and Induction, Performance Management, Employee Relations, Industrial Relations, Equal Opportunity, Occupational Health & Safety, Work Cover and Return to Work co-ordination. The position works closely with the Finance team to support payroll functions.

Position Summary

The Director, People and Culture will provide human resource leadership within the organisation and overall management of human resource systems and processes for Seymour Health.

The Director, People and Culture, in partnership with the CEO, Executive team and service managers, is a key resource within the organization to support and invest in our people to ensure that the best quality health care is provided to our community.

Specialist Skills and Knowledge

- Knowledge of contemporary human resources systems and practices.
- Knowledge of the industrial relations environment, specific to Public Sector Health.
- Ability to interpret Enterprise Bargaining Agreements.
- Understanding of relevant legislation such as the Fair Work Act 2009, Equal Opportunity Act 2010.

Administration Skills

- Good organisational skills with demonstrated capacity to develop and implement activities.
- Ability to work closely with managers including building relationships that allow managers to develop a high level of trust in the People and Culture service.
- Ability to develop constructive relationships with external stakeholders especially Union Representatives.
- Capacity to inspire trust and confidence in others including both managerial staff and general staff.
- Ability to demonstrate a high quality customer service focus to all stakeholders.
- Ability to manage competing priorities and meet deadlines.

Key Selection Criteria

Essential

1. An appropriate qualification in Human Resource Management, Employee Relations or Business.
2. A minimum of 3 years demonstrated practical experience in HR/IR management role, preferably in health sector.
3. Experience and knowledge of HR Information Systems.
4. Demonstrated experience in undertaking HR/ IR investigations.
5. Experience and knowledge of the accident compensation act and systems associated with work cover management.

Desirable

- Certificate IV Training & Assessment

Please refer to the Position Description on the HRS website for a more detailed account of the role, accountabilities and responsibilities



Remuneration

The role is full-time - neg

The employee will be appointed in accordance with the Health and Allied Services, Managers and Administrative Officers Victorian Public Sector Multiple Enterprise Agreement (2021-2025) – HS7

The TRP is inclusive of:

- Base Salary
- Superannuation 10.5%
- Motor vehicle (fully maintained)

Other Benefits Include:

- Salary Packaging
- Laptop
- Mobile phone

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

Applications Close: 4 July, 2022

Further Information

Jo Lowday
Director
Health Recruitment Specialists
0400 158 155



hrsa.com.au