



Seymour Health - Position Description

Position Title:	Director, People and Culture
Directorate/Team:	Executive
Award:	Health and Allied Services, Managers and Administrative Officers Victorian Public Sector Multiple Enterprise Agreement (2021-2025)
Hours of Work:	Full-time
Performance Review:	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.
Version Number:	4.1
Version updates:	July 2015, January 2018, May 2022
	Name: Ward Steet
	Position: Chief Executive Officer
	Date: May 2022
Seymour Health	
<p>Seymour Health consists of:</p> <ul style="list-style-type: none"> • 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 	
PEOPLE AND CULTURE	
<p>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.</p>	

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Manages/Coordinates:	Human Resource Coordinator, Volunteer Coordinator, OH&S Coordinator, Administration Support Team Leader
Internal Liaisons:	All Seymour Health Staff, in particular the Leadership team, payroll and salary packaging staff
External Liaisons:	VHIA, ANMF, HWU, VMIA, EAP provider, Human Resources Managers in other Health Services.

KEY RESPONSIBILITIES AND DUTIES

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.

Responsibilities of the Director, People & Culture include;

General HR Management

- Support the organisation to ensure compliance with Enterprise Agreement requirements and legislative compliance.
- Monitor all Enterprise Agreement variations and implement and communicate changes to appropriate stakeholders.
- Ensure Equal Employment Opportunity Legislation requirements are developed, implemented, reviewed and monitored.
- Manage Recruitment, Induction and Orientation processes, and assist line managers to recruit staff with appropriate skills and personal attributes that will contribute to the overall excellence of Seymour Health Services.
- In collaboration with the line managers ensure each role in the organisation has clear accountabilities and responsibilities supported by relevant level of supervision and expertise.
- Coordinate the employment of staff processes including advertising, recruitment, selection and appointment.
- Oversee the Employee Assistance Program
- Provide guidance and support to line managers to develop and maintain a productive and effective workplace culture that meets the organisations values and business objectives.
- Advise and support management and staff on industrial relation matters, including performance management and Enterprise Agreement interpretation.
- Continually review and improve performance management processes to improve people management practices.
- Provide leadership and direction in people management within the organisation – assisting managers in the implementation of HR policies, processes and procedures to ensure the availability and effective use of Seymour Health human resources to achieve its strategic directions and service delivery expectations to the community.
- Manage the People and Culture team including oversight of the main reception staff.
- Support executive administration support officer with Gender Equity Action Plan requirements

Leadership

- To be a key member of the Executive team.
- Prepare and interpret Human Resources reports to support the CEO and executive team in decision making.

- Provide advice on the management of human resources including human resource planning, workforce and workforce monitoring.
- Liaise with senior management in the establishment and review of appropriate Human Resources policies and procedures.
- Represent Seymour Health in developing and sustaining positive relationships with industrial bodies, external agencies and other relevant Human Resources organisations.
- Demonstrate leadership in building relationships with staff across all service areas
- Work with the Executive team to develop and maintain strategies to improve workplace culture and employee relations

Information and Reporting

- Develop, implement and review the organisations Workforce Plan.
- Provide appropriate reports to the Executive team, Board, and other stakeholders on Human Resources performance as required.
- Maintain accurate Human Resources data information systems including reporting systems and projects.
- Attend internal and external meetings as required by the CEO.
- Coordinate the People Matter Survey and assist in the development and implementation of the action plan.
- Perform administrator functions for HR OnBoarding and LiveHire electronic platforms

Volunteer Programs

- Oversight of volunteer recruitment and induction processes in conjunction with the Volunteer Coordinator
- Ensuring all volunteers undergo appropriate orientation processes
- Develop and expand volunteer programs
- Ensure volunteer reward and recognition processes are in place
- Support the Volunteer Coordinator to coordinate Volunteer Week activities

Occupational Health and Safety Practice

- Involvement to ensure that safety systems are in place where required and that all systems comply with applicable legislation, Australian Standards and accreditation requirements.
- Comply with all of the By-Laws, Regulations and Policies that are in place at Seymour Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace
- Comply with all relevant Legislation

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.

QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Human Resources Management qualification or equivalent.
- A minimum of 3 years practical experience working in a generalist human resources management position.

MANDATORY COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory competencies annually.

Please refer to the Mandatory Training/Competency Policy for further information.

Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **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.

It is expected that staff will also work according to these Values when working directly with clients and members of the community.

Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.

- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

Key Selection Criteria

Essential:

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

Desirable

- Certificate IV Training & Assessment

SPECIAL REQUIREMENTS

- New employees must provide a current police check not more than twelve months old or satisfactorily complete a Police Records Check prior to commencing employment. All employees must hold a current police check not more than three years old.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- Employees are required to hold a current working with NDIS Worker Screening Clearance when working in specified areas. Please refer to NDIS Screening Check Policy for a list of the areas/roles required to hold a clearance.
- All employees of Seymour Health are required to complete an annual Influenza Vaccination Declaration Form. Influenza vaccination will be provided for free annually and it is a mandatory requirement that all category A and B employees are vaccinated on an annual basis in accordance with the Healthcare Worker Immunisation Policy.
- All employees of Seymour Health are required to have a COVID-19 Vaccination in accordance with the Seymour Health COVID-19 Vaccination Requirements Policy.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.

- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff and our consumers.

DIVERSITY

- Actively participate in developing cultural competence and demonstrate an understanding and empathy with individuals from a diverse range of cultures and backgrounds.
- Ensure each direct report has received sufficient training and information to ensure compliance.

POSITION REQUIREMENTS

Satisfactory National Police Check (no older than 12 months) Certificate must be provided prior to commencement.	Required
Satisfactory Working with Children Check Evidence of application must be provided prior to commencement	Not required
Satisfactory NDIS Worker Screening Check	Not required
Satisfactory Health Declaration (SH will provide documentation for completion) Completed document must be provided prior to commencement.	Required
Immunisation History	Required
Evidence of Professional Registration	Not required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
COVID-19 vaccination - Mandatory	Required

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)
 the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes N