



Inclusive

Compassionate

Progressive

Accountable

PEOPLE AND CULTURE ADVISOR

Full Time- with job share possibility

Are you looking for a lifestyle change? Does a friendly rural community perched on the banks of the beautiful Murray River appeal to you? This role may be the perfect catalyst to make that change:

Swan Hill District Health's (SHDH) People and Culture department provides full human resource management services to all aspects of the hospital and Healthcare Services. The role reports to the People and Culture Operational Director. The department is fast paced, dealing with a high volume of matters and is keen to enhance our systems and processes to achieve best practice in all aspects of our deliverable. Are you ready for a Challenge?

About the role:

The People & Culture Advisor is part of a team, leading and implementing change and engagement activities across SHDH, together with managing operational aspects of human resources. The role will provide advice and coaching to leaders on best practice human resource management and provide generalist support as required.

About You:

- Tertiary qualifications in Human Resources Management or Psychology or other appropriate disciplines or working towards
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status
- A minimum of three years' experience in a similar Human Resources generalist role
- Ability to 'think outside the box'
- Committed to facilitating a work environment to create a positive and engaged work culture
- Proven ability to develop effective and cohesive relationships

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

About us:

Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

About Swan Hill:

Swan Hill is located in rural Victoria approximately 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. Located on the Murray River, it is a fisherman's dream, and for those with a love of water sports and skiing, picturesque Lake Boga is only a 15 minute drive. Swan Hill also boasts one of Victoria's premier golf and country clubs at Murray Downs, perfect for golfing enthusiasts.

To apply for this position: email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Fiona Lawrance, People & Culture Operational Manager, Title, Ph: (03) 5033 9994 or E: flawrance@shdh.org.au

Closing date: 24 August 2022

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	People & Culture Advisor
Classification:	Level 5 (HS5)
Department:	People & Culture
Reports to:	Operational Director People & Culture
	Full Time – May be job shared
Position Summary:	<p>The People and Culture Advisor is part of a team leading and implementing change and engagement activity across Swan Hill District Health (SHDH), as well as managing operational aspects of human resources. This position will provide expert advice and coaching to internal leaders on best practice human resource management.</p> <p>Additionally, the role partners with key internal stakeholders to manage both positive and challenging aspects of the employment relationship, and identifies and implements opportunities for improvement and change, leading to continuous improvement and positive employee culture.</p>
Responsibilities:	<p>This position's key responsibilities are:</p> <p>Human Resource (HR) Strategy and planning:</p> <ul style="list-style-type: none"> • Support the development and implementation of the strategy to support effective management of employee and industrial relations matters across SHDH, with the aim of mitigating organisational risk and enhancing engagement and performance. • Assist with the development and delivery of the organisations workforce plan to support current and future workforce initiatives with a focus on recruitment and retention. • Guide and support front line managers to implement HR programs and activities to facilitate a cohesive and effective team. <p>People and Culture Services:</p> <ul style="list-style-type: none"> • In consultation with the Operational Director People and Culture operationalise a professional People & Culture (P&C) service model that is focused on delivering client focused, agile, responsive and continually improving service delivery to promote positive and proactive staff engagement. • Foster a professional and customer service centric culture. • Support the People and Culture team through mentoring to increase the capability and team capacity. • Provide a full range of professional HR generalist support which may include (but not be limited to) Award/Enterprise Agreements (EA's) interpretation, disciplinary discussions, investigations, reclassifications and policy development. • Provide support to the Talent Acquisition Officer to ensure effective and efficient end-to-end recruitment processes that supports the attraction and retention of high-quality candidates to achieve organisational objectives. • Align to and demonstrate the organisation values through reinforcing the values in Human Resource practices, role modeling the values, promoting the organisations ethos in behaviour and practice,

including but not limited to all actions being underpinned by the principles of fairness and equity.

Metric, Surveys and Audits

- Support the organisation to develop, implement and monitor core metric to monitor organisational effectiveness.
- Manage the People Matter Survey Coordination yearly to promote engagement and assess the organisational climate, including developing strategies to address matters identified in the survey
- Conduct HR audits to evaluate HR functions/activities, including developing strategies to facilitate best practice functions/activities.

Organisational development:

- Collaborate with the Executive and management team to deliver a range of initiatives to support the development of a high performing culture across SHDH.
- Support managers and executives, to effectively implement cultural change initiatives.

Leadership, Learning and Development

- Provide expert advice, coaching and mentoring to managers, and executives on people, culture, industrial relations and organisational development issues.
- In consultation with the Operational Manager People and Culture identify P&C training opportunities throughout SHDH to ensure a comprehensive knowledge, understanding and adherence of key P&C policies and procedures to facilitate a positive and engaged organisational culture.

Performance Management

- Effectively execute Employee Relations and Industrial Relations solutions, including the investigation of complaints and allegations, case management of performance and conduct issues and grievance process management.
- Consult with the Operational Manager People and Culture on the management of all industrial relations matters.

Application of industrial instruments

- Interpret and apply relevant EA's including the ability of legislative conditions relevant to Health.
- Actively engage with Victorian Hospitals' Industrial Relations Association in the bargaining and negotiation of EA's and ensure SHDH remains compliant in its industrial duties throughout.
- Ensure SHDH's compliance with legislative changes and requirements that impact on business deliverables.
- Where necessary assist and support workplace implementation committees.

Inclusion and Diversity

- Assist in the planning to embrace workplace diversity strategies to ensure a proactive and preventive approach to diversity management, equal opportunity, human rights, anti-discrimination legislation and the prevention of bullying and harassment.
- Support Human Resource functions to ensure robust processes in phased retirement, flexible work arrangements, returning to work.

People & Culture programs and processes

- In consultation with P&C Team develop, provide advice, consult and implement best practice people management processes.

	<ul style="list-style-type: none"> • Support the P&C team in the development, implementation and continuous evaluation of the health and wellbeing programs and reward and recognition programs. • Contribute to the design of People & Culture policy's and procedures, ensuring they are relevant, up-to-date and accessible to all staff. • Lead various P&C projects under direction of Operational Manager People & Culture. <p>Policies & Procedures</p> <ul style="list-style-type: none"> • Ensuring awareness, compliance and activation of HR policies and procedures eg: flexible work arrangements, purchased leave, absenteeism management, etc. • Contribute to the education of new & updated policies/procedures. Provide advice, including consultation with Payroll, to ensure employee remuneration is paid in accordance with EA's and that terms and conditions of employment are compliant with appropriate legislation.
Key Selection Criteria	<p>Selection will be based on personal qualities, knowledge and skills required to achieve the objectives this position.</p> <ul style="list-style-type: none"> • Tertiary qualifications in Human Resources Management or other Psychology and other appropriate disciplines or working towards. • A minimum of three years' experience in a similar role. Experience in Health will be favorably considered. • Comprehensive knowledge and experience: <ul style="list-style-type: none"> - Understanding of relevant legislation, particularly employment law and the ability to interpret legislation, enterprise agreements and policies. - Experience in Human Resources Management; including exposure to recruitment and engagement, human resource advice, remuneration administration, performance management, dispute resolution processes cultural intervention and training and knowledge of contemporary Human Resources practice • Ability to work in a changing environment and demonstrate flexibility and problem-solving skills. • Demonstrated ability to develop the capability of staff and managers. • Ability to relate to, and negotiate with, a wide range of individuals and groups, including development of effective relationships to facilitate change. • Demonstrated commitment and understanding of confidentiality/privacy principles and the importance of same in human resource management. • Highly developed verbal and written communication skills. • Membership of, and active participation in, appropriate industry associations or forums and commitment to continued professional development • Excellent skills in Microsoft Excel, Word, PowerPoint and exposure to HRIS systems. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers) through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020.

Infection Control:	<ul style="list-style-type: none"> Adhere to Infection Control requirements and policy.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers; clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance with both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for their safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of your position. Be familiar with emergency and evacuation procedures as detailed in

	<p>the Emergency Procedures Manual.</p> <ul style="list-style-type: none"> • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Oct 20, April 22
Current:	August 2022
Managers Name:	Fiona Lawrance
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585