



**Swan Hill
District Health**
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

People and Culture Business Partner

A Full-Time position is available for a **People and Culture Business Partner** to join our enthusiastic team of Health Professionals in the People and Culture team at Swan Hill District Health.

The Position

Join Swan Hill District Health as a **People & Culture Business Partner**, where you'll play a key role in shaping a high-performing, inclusive workplace. Partnering closely with leaders, you will deliver expert HR advice, support workforce planning, and lead employee and industrial relations across a dynamic healthcare environment.

This is an exciting opportunity to influence culture, drive engagement, and contribute to strategic workforce initiatives that enhance capability and performance. You'll work across the full employee lifecycle, support organisational change, and champion best-practice HR aligned to a vision of *Connected Care – Best Experience*.

Ideal for a proactive HR professional, this role offers variety, autonomy, and the chance to make a meaningful impact in a values-driven organisation committed to its people and community.

You Bring

- Completion of tertiary qualifications in human resources, business or a related discipline, or its equivalent that is relevant to the field of practice.
- **Strong stakeholder partnering ability**, with a proven track record of building trusted relationships and influencing leaders.
- **Demonstrated capability in employee and industrial relations**, including managing complex cases and applying legislation and Enterprise Agreements.
- **A collaborative, inclusive and values-driven approach**, with a commitment to fostering a respectful, high-performing workplace culture.

Mandatory requirements

- Current National Police Check, or will to obtain.
- Working with Children's Check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: 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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, to employment@shdh.org.au.

You will find the position description on our website – [Vacant positions](#)

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: 9am Monday 22 June 2026.

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



Position:	People and Culture Business Partner
Classification:	Managers & Administrative Worker - Grade 4 (HS4)
EBA/Award	Health and Allied Services, Managers and Administrative Workers EBA 2021 2025
Department:	People and Culture
Location:	Swan Hill District Health Main Campus – 48 Splatt Street, SWAN HILL VIC 3585
Reports to:	People and Culture Manager
Direct Reports:	Nil
Immunisation Risk Category:	Category C: Position within a non-clinical setting.
Position Summary:	<p>The People & Culture Business Partner (PCBP) provides high-quality, contemporary human resources advisory and operational support to leaders across Swan Hill District Health (SHDH).</p> <p>This role partners closely with managers and executives to support workforce planning, employee and industrial relations, and organisational development initiatives. The PCBP plays a key role in driving a positive, compliant, and high-performing workplace culture aligned with SHDH’s vision of <i>Connected Care – Best Experience</i>.</p> <p>Working collaboratively within the People & Culture team, the role supports the delivery of end-to-end employee lifecycle services and contributes to strategic workforce initiatives that enhance organisational capability and employee engagement.</p>
Responsibilities:	<p>1. Business Partnering & Advisory</p> <ul style="list-style-type: none"> • Build strong, trusted relationships with managers and leaders to understand business needs and provide proactive HR advice and solutions • Provide coaching and guidance to leaders on people management, performance, and workforce issues • Support leaders to drive engagement, accountability, and high performance within their teams • Contribute to workforce planning activities aligned to organisational priorities <p>2. Employee & Industrial Relations</p> <ul style="list-style-type: none"> • Provide expert advice on employee relations matters including performance management, misconduct, investigations, and grievance resolution

- Interpret and apply relevant Enterprise Agreements (EAs), Awards, and legislation within the Victorian Public Health context
- Support and manage complex employee relations cases, ensuring procedural fairness and risk mitigation
- Liaise with external bodies such as the Victorian Hospitals' Industrial Association (VHIA) as required
- Promote proactive management of industrial relations risks and issues

3. Workforce Planning & Organisational Development

- Contribute to the development and implementation of workforce and people strategies
- Support organisational change initiatives, including restructures and service redesign
- Partner with leaders to identify capability gaps and facilitate development solutions
- Contribute to initiatives that enhance culture, engagement, and organisational effectiveness
- Provide support and guidance to the Talent Acquisition Officer

4. People Services & Operations

- Deliver high-quality, responsive HR services across the employee lifecycle, including recruitment, onboarding, performance, and separation
- Provide accurate and timely HR advice aligned to SHDH policies and procedures
- Collaborate with Payroll to ensure consistent and compliant application of employment conditions
- Support continuous improvement of HR processes, systems, and service delivery

5. Compliance, Governance & Policy

- Ensure compliance with relevant legislation, Enterprise Agreements, and organisational policies
- Support the development, review, and implementation of People & Culture policies and procedures
- Promote adherence to fair, equitable, and consistent HR practices across the organisation
- Support audits and compliance activities, including work rights (VEVO), credentialing, and record keeping

6. Learning, Development & Culture

- Identify and support delivery of HR-related training and capability-building initiatives
- Coach leaders to strengthen people management capability
- Contribute to culture, engagement, and wellbeing programs
- Promote inclusion, diversity, and respectful workplace practices

	<p>7. Reporting, Metrics & Systems</p> <ul style="list-style-type: none"> • Support the development and use of HR metrics to inform decision-making and workforce planning • Contribute to employee engagement surveys (e.g. People Matter Survey) and action planning • Maintain accurate HR records and data integrity • Participate in system improvements and regional workforce initiatives (e.g. Loddon Mallee Health Network) • Manage and optimise the use of HRIS and complaints handling systems to ensure data integrity, efficient workflow management, accurate reporting, and consistent documentation and resolution of employee relations matters.
<p>Key Selection Criteria</p>	<ol style="list-style-type: none"> 1. Tertiary qualifications in Human Resources, Business or related discipline. 2. Demonstrated experience in a HR Business Partner or senior HR generalist role within a complex and/or unionised environment 3. Strong employee relations expertise, including investigations, conflict resolution, and performance management 4. Proven ability to interpret and apply Enterprise Agreements and employment legislation 5. Ability to build effective stakeholder relationships and influence decision-making at all organisational levels 6. Experience supporting organisational change, workforce planning, and leadership capability development 7. Well-developed communication, problem-solving, and organisational skills 8. Ability to manage competing priorities and operate with a high degree of autonomy <p>Mandatory Requirements</p> <ul style="list-style-type: none"> • Current National Police Record Check • Current “Working with Children Permit” • 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 immunization for all vaccine preventable illnesses.
<p>First Nations:</p>	<p>Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.</p>
<p>Continuous Quality Improvement:</p>	<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,

	<ul style="list-style-type: none"> • 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 Centred 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 centred.</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</p> <p>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 to 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 their 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 their position.

	<ul style="list-style-type: none"> • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • 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.

Job Demands List

Swan Hill District Health 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 Functions

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 movements 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				x	
Standing	Remain standing to perform tasks		x			
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks					x
Lifting/Carrying	Light lifting and carrying		x			

	Moderate lifting and carrying	x				
	Assisted lifting (mechanical, equipment, person assist)	x				
Working at heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			x		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.					x
Psychosocial Demands						
Interaction with People	Tasks involving interacting with distressed and emotional people			x		
	Tasks involve interacting with people with mental illness, mental health issues or a disability.			x		
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.			x		
	Tasks require communicating with others (children or adults) to exchange information.				x	
	Tasks require giving direction and feedback on work undertaken by others.				x	
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.				x	
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.				x	

Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.				X	
Working requirements	Tasks require work to be conducted out of hours (such as overnight).					X
	Tasks are undertaken in a busy, demanding and dynamic work unit.				X	
	Tasks for the position require individual resilience and adaption to workplace change.				X	
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					X
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					X
Noise	Environmental/background noise necessitates people raising their voice to be heard					X
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE	X				
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					X
Radiation	Working with radiologic equipment					X
Previous Revision dates:						
Current:		May 2026.				
Approval						
Managers Name:						
Managers Signature:						
Employees Name:						
Employees Signature:						