

Position Title: Workforce Business Partner

Campus: Grampians Health

Directorate: People, Safety & Engagement

Department: People & Culture

Reporting to: Director People & Culture

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Administrative Officer Grade 5

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) Enterprise Agreement 2021 - 2025

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Workforce Business Partner is responsible for partnering, coaching and supporting management to successfully and efficiently achieve best practice business and people outcomes. They are responsible for the provision of expert and accurate advice, innovative solutions, working within appropriate industrial legislation, liaising with their colleagues in Recruitment and Employee Relations when issues or HR matters require subject matter expert advice.

The Workforce Business Partner will work closely with their relevant client groups, attend regular meetings with managers/work groups to ensure they are well informed about ongoing and planned HR matters and to ensure a strong level of visibility and credibility within the organisation. Workforce Business Partners are expected to have a strong understanding of Grampians Health policies and procedures, the organisations values, the Performance Development and Review process, employment law, workforce planning, talent management and preliminary discussions and strategic planning around business improvement and efficiency within their client groups.

KEY ACCOUNTABILITIES

- Provide leadership, advice, coaching and support to managers throughout the employee lifecycle, with an emphasis on building management capability, driving high performance, attracting and maintaining talent, conflict resolution, succession planning, issue resolution and absence management.
- Efficient delivery of accurate, cost effective and timely people advice to line management to assist in the achievement of business outcomes and solutions
- Develop an intimate knowledge of the business to ensure the successful coaching, influencing and mentoring of key leaders.
- Provision of expert and accurate advice related to GH policies, guidelines and awards and agreements
- Promote equal employment opportunity practices at all levels
- Close liaison with Talent Acquisition, Organisation Development and Employee Relations teams as required and the handover of tasks as necessary
- Liaising with external stakeholders such as Trade Unions and other employee associations and representatives as required.
- Partner with stakeholders to deliver highly effective organisational change initiatives.
- Contribute to the development, implementation and maintenance of People and Culture Policies and Procedures
- Participate in workforce planning and analysis to optimise and align with GH workforce strategy
- Participation in continuous improvement activities and projects as they relate to HR functions
- Promote a culture of innovation, excellence and customer service
- Implement and deliver relevant programs to address the training and development needs of Managers and staff in the areas of your responsibility.

KEY SELECTION CRITERIA

Qualifications & Experience

- Undergraduate or post graduate Degree in Business, Management, Psychology or Law ideally with major in Human Resource Management or demonstrated significant experience in a HR role
- Record of success in delivering people management advice in a complex, multi-site environment
- Previous experience liaising with external stakeholders such as Trade Unions and other employee associations and representatives.

Technical/Professional Knowledge and Skills

- Ability to work in a fast-paced high workload environment with the ability to efficiently plan and prioritise workload with conflicting deadlines
- **Coaching:** Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.
- **Facilitating Change:** Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.
- **Award, EBA and legislative interpretation:** Demonstrated knowledge of current employment law and, workplace legislation and practice. Proven experience and ability in interpreting Awards and Enterprise Agreements.

Personal Attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Leadership Disposition:** Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behaviour styles that meet the demands of a leader role.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Innovation:** Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.

Interpersonal Skills

- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Building Strategic Working Relationships:** Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- **Negotiation:** Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.

- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.