

Position Description

Position Title	People and Culture Business Partner
Position Number	P5388
Type of Employment	Full-time
EFT	1.0EFT
Status	Ongoing
Program Area / Service Unit	Culture Unit
Division	People and Capability
Award / Agreement Classification	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026, Grade 4
Reports To	Manager, People and Culture
Primary Location	12-28 Macedon St, Sunbury Usual sites of work include Sunbury, Romsey and Kyneton and may extend to Broadford, Seymour, Wallan, with regular work across the Omnia Community Health catchment.

Omnia Community Health

From 1 January 2026, Sunbury and Cobaw Community Health and Nexus Primary Health will merge to form a new, unified not-for-profit community health organisation, Omnia Community Health.

This decision follows an extensive exploration process that confirmed the merger will improve access to safe, high-quality, and sustainable health and community services across the Hume, Macedon Ranges, Mitchell, Murrindindi and Strathbogie local government areas.

The new organisation will bring together the deep community connections, shared values and specialist expertise of both entities. Services will span general practice, allied health, disability support, mental health, early childhood, family services, aged care and community wellbeing, delivered from sites in Broadford, Kinglake, Kyneton, Romsey, Seymour, Sunbury and Wallan, with additional outreach into surrounding communities.

As a community health organisation grounded in the social model of health, our multidisciplinary teams recognise the impact of social, economic, cultural and political factors on health and wellbeing. We work in partnership with individuals, families and communities to deliver person-centred, inclusive and culturally safe care.

Developed by/Date: Feb 2023	Approved by: Chief People and Capability Officer
Scheduled Review: Feb2024	Version No. 1.2

All employees contribute to our shared purpose by:

- Supporting community and individual health through health promotion, prevention, early intervention and place-based consultation
- Delivering care and services that reflect the diverse lived experiences of our clients
- Collaborating across teams to drive innovation, equity and continuous improvement
- Embodying the values of respect, inclusion, accountability and partnership

We are an equal opportunity employer and a health-promoting workplace, committed to building a diverse workforce and inclusive culture. We welcome applications from people of all cultural backgrounds, Aboriginal and Torres Strait Islander peoples, people with disabilities, those from the LGBTIQ+ community, and other underrepresented groups.

We are committed to the safety and wellbeing of children and vulnerable people and uphold a shared responsibility in the prevention of and response to family violence. All employees are required to meet relevant compliance and screening obligations as part of their employment.

Developed by/Date: Feb 2023	Approved by: Chief People and Capability Officer
Scheduled Review: Feb2024	Version No. 1.2

Our Values

Healthy connected people. Healthy connected communities.

PASSIONATE PEOPLE

- My energy sparks enthusiasm in others • I show the way**
- **I speak from the heart** • **I am accountable for doing my best**
 - **I am honest, especially when I don't know**
-

AMAZING TOGETHER

- We include everyone and celebrate diversity • We listen and understand • We empathise and are kind to all • We empower everyone to be their best so we all grow**
-

REMARKABLE IMPACT

- We create solutions that make a difference • We speak up so nobody gets left behind • We welcome challenge and ask 'why?' and 'why not?' • We learn through change, and change through learning**



The Program Unit / Team

The People, Culture & Capability team sits within the Quality, Culture and Infrastructure Division and is responsible for developing and administering efficient and quality human resources and payroll support and talent management initiatives to enable efficient service delivery to our clients.

The People, Culture & Capability team are responsible for driving the organisational establishment, sustainability and protection of organisational culture, structure and processes aligned with SCCH values, purpose and strategy.

The Position

Working closely with the organisation's leadership team under the direction of the manager, this position is responsible for human resources processes through the provision of authoritative advice and support in human resources, staff wellbeing and industrial relations.

Key Duties & Responsibilities

- Provide quality, timely and confidential Human Resources (HR) advice and support to the leadership group and employees including but not limited to: Issue Resolution, Enterprise Agreements and Awards, classifications, parental leave, salary packaging, position descriptions, contracts of employment, recruitment, orientation, performance management and change impact processes.
- Participate in disciplinary meetings and provide advice and coaching to members of the leadership team to support the disciplinary process.
- Contribute to obtaining and sustaining a 'values based culture' through positive interactions with stakeholders, leading by example and providing advice that reflects organisational values and including the promotion of a reward and recognition culture.
- In conjunction with the manager develop, implement, monitor and review SCCH HR procedures and systems; including, recruitment (including revision of contracts and recruitment request forms), induction, supervision, reward & recognition, and staff exit.
- Provide confidential advice to staff in relation to concerns regarding EEO, disputes, harassment, bullying and formal complaints. Obtain secondary consultation from Manager and external bodies when required.
- Review, update and evaluate the orientation presentation and staff handbook and coordinate (MC) on the day or present the People & Culture section of the orientation program.
- Oversee the student placement of university and vocational based training ensuring appropriate supervision is available, documentation is maintained.
- Participate in regular internal and external accreditation audits in accordance with organisational requirements to ensure accuracy, privacy and quality of data collection for

Developed by/Date: Feb 2023	Approved by: Chief People and Capability Officer
Scheduled Review: Feb2024	Version No. 1.2

human resources systems and ensure there is no “non-compliance”.

- Support the Manager People & Culture in implementing the Leadership’s handbook for new leader orientation and assist in the development and roll out of the new leader orientation program.
- Oversee regular audits in accordance with organisational requirements to ensure accuracy, privacy and quality of data collection for human resources systems and ensure there is no “non-compliance.”
- In conjunction with the Manager People, Culture & Capability, oversee the implementation of integrated electronic processes including staff eFiles and the implementation of the HRIS.
- Provide timely information and updates for the staff intranet to the website administrator as required.
- Work Cover and Return to Work (as applicable), establish strong and effective relationships with a range of key stakeholders to support strategies and outcomes. Liaise with medical treating professionals, insurers, and injured workers to support claims and the return of workers to pre-injury duties. Keeping management informed on issues in the workplace and their legal and other obligations in relation to RTW, driving injury prevention engagement through early intervention support and management.
- Support the implementation of the organisation’s Health and Wellbeing plan and Reward and Recognition program.
- Support the Payroll Coordinator to ensuring accurate and timely data entry into the payroll system of all new starters, employment variations, salary packaging and employee exits.
- In the absence of the Payroll Coordinator, facilitate payroll for fortnightly payroll processing.

The Person

You Demonstrate:

- A passion for people, proactive and empathetic
- Respect difference and value diversity
- Active listening skills and inspire confidence and trust
- Excellent problem solving abilities
- Flexibility to innovate within a changing environment
- The ability to be organised, you plan work and establish appropriate priorities

Developed by/Date: Feb 2023	Approved by: Chief People and Capability Officer
Scheduled Review: Feb2024	Version No. 1.2

Key Selection Criteria

Applications **must** include written responses to the following:

Essential

1. Demonstrated grievance / conflict resolution skills and investigation skills
2. Knowledge of employment law, employee relations, industrial relations and enterprise bargaining agreements
3. Ability to build relationships across all levels of the organisation and maintain a high degree of confidentiality, professionalism, and empathy
4. Proven ability to communicate, both orally and in writing, in a clear and concise manner
5. Proven ability to use initiative and problem solve when learning new information and developing and documents new and improved processes and procedures
6. Proven ability to meet deadlines and identify and deal with problems, including ability to manage conflicting priorities

Desirable

1. Previous experience in Return to Work application, compliance and processing
2. Previous experience in the application of Payroll would be advantageous
3. Experience in the Community Health and Community Service sector Enterprise Agreements

Qualifications, Registration and/or Experience

Tertiary qualifications in Human Resources or a related discipline or prior relevant experience in a human resources position.

Developed by/Date: Feb 2023	Approved by: Chief People and Capability Officer
Scheduled Review: Feb2024	Version No. 1.2

Other Requirements

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

Occupational Health & Safety and Risk Management

- All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- As a member of the Leadership Team, you have a duty under the Victorian Occupational Health and Safety Act 2004 to exercise reasonable care, sound judgement and engage in prudent decision making, to ensure elimination of risks and, if this is not practicable, to prevent and reduce likelihood of risks. You should be actively involved in health and safety, not only to avoid legal liability but also to help improve awareness of health and safety among employees.

General

- It is the responsibility of all employees to work within SCCH's Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH's Deed of Delegation
- Comply with and contribute to SCCH's Policies, Procedures and Work Instructions
- Carry out all other duties as directed consistent with SCCH's Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

Additional Information

Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.

SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender, and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.

SCCH is committed to promoting and protecting the interests and safety of children. SCCH has zero tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.

The successful incumbent will be required to undertake and (existing employees) maintain a National Criminal History Check (NCHC), a NDIS Worker Screening check, and hold a current valid Working with Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).

SCCH is also committed to being a workforce and community leader in the prevention of family violence.

Employees may be required to complete (or provide evidence of completion) ISS and MARAM training in accordance with the Family Violence Protection Act 2008.

SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.

Salary sacrifice arrangements are available to all permanent employees subject SCCH's ongoing Fringe Benefits Tax exempt status

Acknowledgement

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name:	<i>(Please Print)</i>
Signature:	<i>(Incumbent)</i>
Date:	