

Position Description

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| Position Title | People and Culture Advisor |
| Position Number | 30102525 |
| Division | People & Culture |
| Department | People and Culture |
| Enterprise Agreement | Victorian Public Health Sector (Health and Allied Services Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025 |
| Classification Description | Administrative G5 L1 – L5 |
| Classification Code | HS5 – HS33 |
| Reports to | Director – People and Culture |
| Management Level | Tier 4 - Shift Managers, Team Leaders & Supervisors |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

ACCOUNTABLE – We take ownership of our actions and outcomes

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

The Position

The People and Culture Advisor provides advice and consultancy services to managers and staff across the organisation. The Advisor works in partnership with managers to enable tailored people focussed solutions ensuring high quality outcomes. This position promotes and practices consistent interpretation and use of policies, protocols and systems, as well as the capturing and monitoring of data to enable service improvement.

Responsibilities and Accountabilities

Key Responsibilities

Performance Management

- Provide guidance and coaching to all levels of management and others in their people management and performance management responsibilities.
- Advise and coach managers on how to deal with performance issues from both a legislative and HR perspective. Support managers throughout the performance management processes to achieve outcomes.
- Provide support and advice regarding the performance review and development planning system.
- Organise, attend or lead facilitated conversations between staff and provide written documentation from these meetings.

Industrial/employee relations

- Understand, interpret and advise on all aspects of employee and industrial relations.
- Liaise with union delegates and organisers as required.
- Keep up to date with changes to legislation, awards and EBA's.
- Act as key player in workplace implementation committees for EBA roll outs as required.
- Review, develop and grade position in line with EBA requirements.
- Prepare remuneration submissions giving consideration to relevant EBA descriptors/definitions.
- Prepare documentation and represent Bendigo Health at Conciliation and Commission hearings.
- Attend, facilitate and provide documentation including Agendas and minutes for Consultative Committee meetings.
- Represent People and Culture at meetings and forums.
- Conduct investigations as required.

Change Management

- Work with business units to help identify process improvements.
- Assist in identifying and resolving people management issues resulting from structural changes, business changes and implementation of new systems and processes.
- Ensure the appropriate action is taken to address all industrial matters when change occurs, including the development of organisational impact statements.

- Assist in identifying and delivering appropriate mechanisms to ensure smooth transition and minimise negative impacts on people.
- Advise, organise and attend redeployment meetings with management and staff and provide written documentation from these meetings.

Recruitment and Retention

- Work with managers to ensure appropriate resourcing of teams/units.
- Provide support and guidance to managers regarding the retention of staff.
- Participate in discussion and provide information to new employees on orientation days as rostered.

Policy and Protocols

- Assist in the development and implementation of Human Resources policies, protocols and systems.
- Develop strategies to ensure that human resources initiatives are communicated and effectively implemented across the organisation.
- Provide advice and coaching to managers and staff with respect to all people related policies, protocols and guidelines.

Training and Development

- Work in conjunction with the Corporate Education and Systems Team to develop and tailor education programs to ensure the professional development of staff.
- Present learning and development programs as required.

Projects

- Undertake projects as required.

Key Selection Criteria

Essential

1. A tertiary qualification in Human Resources or a related field and/or demonstrated experience as a Human Resources practitioner.
2. Demonstrated ability to interpret and apply multiple Awards/Enterprise Agreements and provide high level advice to staff and managers on a range of human resources matters.
3. Demonstrated ability to develop and maintain effective business relationships with key stakeholders.
4. Demonstrated capacity to identify, develop and implement effective process improvements.
5. Demonstrated ability to influence and negotiate to produce quality outcomes that contribute to strategic objectives.
6. Excellent interpersonal and communication skills with all levels of staff.
7. Demonstrated ability to initiate contemporary human resources solutions and embed them in the workplace.

Desirable

8. Well-developed conceptual, research and analytical skills and an ability to prepare a range of reports and correspondence.

9. Computer literacy, including databases, spreadsheets, word processing and other applications used in the windows environment.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.