



People Services Advisor

A fantastic opportunity for an enthusiastic People and Culture Advisor to join our supportive People and Culture team on a permanent part-time basis, 30.40 hours per week with the ability to work full-time during peak periods.

About the role:

As our People Services Advisor, you will support the full range of HR services for all Bethesda departments, managers, and staff. Your primary responsibilities will be supporting Recruitment, Selection, Onboarding, and the administration and staff support of HR Management System[s] and Employee and Industrial Relations. You will also have the opportunity to contribute to improving HR support programs and processes, including collaborating on the implementation of HR projects and strategies.

Responsibilities include but are not limited to:

- Working collaboratively with managers and staff to support day to day HR operations and requests for information.
- Effectively coordinating and partnering with managers and staff on HR policies, processes, and systems such as recruitment and selection, onboarding and offboarding, and internal transfers.
- Accurately maintaining HR data in our electronic Human Resources Management System[s].
- Coordinating employee benefits awareness sessions, including liaising with providers, and promoting and distributing information.
- Driving efficiency and process improvement through the administration and implementation of process changes.
- Contributing to the improvement of HR support programs and processes, including collaborating on the implementation of HR projects and strategies, e.g., staff wellness, engagement, and the development of a high-performance culture.

Skills and Experience:

- Ability to provide a current national police clearance (no more than six months old).
- Proof of required vaccinations.
- Degree in Human Resources Management or related discipline or relevant equivalent experience.
- Demonstrated knowledge of HR practices and procedures, including resourcing, onboarding and offboarding, policy management and remuneration and benefits.
- Data management of HR Management systems.
- Understanding of the *Fair Work Act 2009* and National Employment Standards.
- Understanding of Industrial Relations as it relates to enterprise agreement and Modern Award interpretation and employee contract management.
- Strong organisational, planning and time management skills.
- High-level verbal and written communications skills.
- Proficiency in using MS Office and online collaboration tools.
- Health industry experience (ideal but not essential)



About Bethesda Health Care:

Bethesda Hospital is a private, not for profit hospital with a strong reputation for high-quality care in surgery (Orthopaedics, urology, plastics, gynaecology, general surgery, and pain management) and is one of Perth's leading inpatient palliative care units. The Hospital is situated on the shores of Perth's picturesque Swan River and has been providing care and services to the Western Australian community for over 75 years.

We also have a Palliative care consultancy provided by MPaCCS located in South Perth and the Bethesda Clinic, the first private mental health services facility south of the river, which is currently under development in Cockburn and due to open in October 2022.

Employee Benefits include:

- Friendly, modern, and supportive working environment
- Attractive remuneration and benefits
- Salary Packaging options
- Flexible hours
- Discounted staff meals
- Access to subsidised parking and close to public transport

How to Apply

For further information and confidential enquiries, please do not hesitate to contact Eve Dawson, Executive Manager, People and Culture, on 9340 6386 or email edawson@bethesda.org.au.

To apply, please email your CV with a covering letter outlining your experience in relation to the position and an application form that can be found on our website to hronboarding@bethesda.org.au by Friday, 6 May 2022.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide an individual acknowledgement or feedback about your application if you are not successfully shortlisted.

We reserve the right to close applications before the specified closing date.