



Date	April 2022
Position Title	People & Culture Advisor
Division	People & Culture
Reports to	Executive Manager, People & Culture

SECTION 1
Mission, Vision, and Values

Mission: - To deliver the highest quality healthcare experience for patients.
Vision: - To be the preferred choice of Doctors, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.
Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness.
- Respect – we recognise and acknowledge the uniqueness and value of every individual.
- Integrity – we demonstrate honesty and trust.
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance, and tenderness.
- Excellence – we excel in all that we do so that we can promote the mission of our hospital.
- Professionalism – we have pride in the high level of care and service we offer.

Staff are expected to demonstrate these values in the way they work and live the positive behaviours described in the Bethesda Health Care Code of Conduct and contribute to and promote the positive working culture of the organisation.

SECTION 2
Position Summary and Role Purpose

The purpose of the position is to provide HR services support to all Bethesda departments, managers, and staff. The role has responsibility for system administration and staff support of HR Management System[s]. The role will work in collaboration with the Executive Manager on the implementation of strategic HR initiatives and includes providing support on a wide range of HR objectives, including improving employee engagement, and developing a high-performance culture.

SECTION 3
Key Working Relationships

INTERNAL	EXTERNAL
Executive Team	Suppliers, e.g., Salary packaging provider
Hospital Management Committee	Superannuation funds
Managers	HR System vendors
All Staff	Industrial bodies, e.g., Fair Work, Unions
Payroll	
Learning and Development	
Work Health & Safety	
Volunteers	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Key Responsibilities:

- Work collaboratively with managers and staff to support day to day HR operations and requests for information.
- Effectively coordinate and partner with managers and staff on HR policies, processes, and systems such as recruitment and selection, onboarding and offboarding, and internal transfers.
- Accurately maintain HR data in electronic Human Resources Management System[s] and support reporting requirements.
- Coordinate employee benefits awareness sessions, including liaising with providers and promoting and distributing information.
- Drive efficiency and process improvement through the administration and implementation of process changes.
- Contribute 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.

Recruitment, Selection and Onboarding

- Effectively manage and support the end-to-end recruitment activities, including:
 - Contributing to strategic recruitment plans to attract high-calibre talent and build a talent pipeline.
 - Developing position descriptions and job briefs in collaboration with managers.
 - Advertising on job boards.
 - Coordinate resourcing and due diligence process – phone and face-to-face interviews, reference checks, arrange pre-employment medicals and collate pre-employment and new starter paperwork.
- Update and maintain progress reports, recruitment tracker and probationary monitoring.
- Prepare contracts of employment and new starter packs.
- Coordinate onboarding of new starters with internal stakeholders, including payroll and learning and development.

Employee and Industrial Relations

- Support the review of HR policies and ensure compliance with legislative requirements.
- Provide advice to managers and staff on employment terms and conditions.
- Support enterprise agreement negotiations.
- Partner with managers to improve performance and provide advice and assistance in relation to case management under the guidance of the Executive Manager, People and Culture.

Human Resources Records and Management System

- Manage and keep up-to-date personnel records, including employee files and system databases.
- Maintain compliance checks and update internal databases.
- Subject Matter Expert for the HR Management system (currently Humanforce).
 - System administration to ensure compliance with enterprise agreements and employment terms and conditions.
 - Employee records – inputting new and updating existing employee information.
 - Staff training, including management and distribution of help desk tickets.
- Ensure HR material and documents on the intranet are up-to-date and current.

Payroll

- Backup for payroll for leave coverage and in peak periods if needed.

SECTION 5
Health, Safety, and the Environment

- Adhere to policies, procedures, and standard operating procedures.
- Report incidents, hazards, and injuries.
- Use personal protective equipment as required and directed.
- Raise WHS issues with WHS representative/s.
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.
- Perform hand hygiene.

SECTION 6
Quality and Risk

- Record initiatives and issues in the risk management system (currently Riskman).
- Abide by Bethesda Health Care's Code of Conduct, Work, Employment and Health and Safety legislation.
- Complete mandatory training and participate in development reviews.

SECTION 7
Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, and encouraging the use of formal feedback systems.

SECTION 8
Selection Criteria

Qualifications
<ul style="list-style-type: none"> ▪ Current Police Check (no more than six months old). ▪ Degree in Human Resources Management or related discipline or relevant equivalent experience.
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ 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 <i>Fair Work Act 2009</i> and National Employment Standards. ▪ Understanding of Industrial Relations as it relates to enterprise agreement and Modern Award interpretation and employee contract management. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Health care environment or similar industry knowledge.
Skills
<ul style="list-style-type: none"> ▪ Effective communication with all staff including management, vendors, and operational staff. ▪ Accuracy and attention to detail specifically relating to HR Management systems and personnel records. ▪ Strong organisational, planning and time management skills with ability to prioritise workload. ▪ Proficiency using MS Office and online collaboration tools. ▪ Provide training and support to staff.
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Experience in day-to-day HR operations role. ▪ Working knowledge of HR databases/systems. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Health industry experience. ▪ Exposure to Payroll systems.

SECTION 9
Acceptance of Position Description

Employee

Date