

# Position Description

## Director HR Partnering and Workforce Development

<b>Classification:</b>	Executive Level 2 / HS8
<b>Business unit/department:</b>	People & Culture
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (hybrid)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Chief People & Culture Officer (CPCO)
<b>Direct reports:</b>	
<b>Date:</b>	December 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Director, HR Partnering and Workforce Development provides strategic leadership for HR Business Partnering, and strategic workforce priorities including strategic planning and capability initiatives. This role ensures alignment between people strategies and organisational objectives, drives workforce planning, and leads programs that build leadership capability and organisational performance within a complex healthcare environment.

The role will lead the transformation of Austin Health's People & Culture business partnering function into a contemporary best practice service to support people managers/leaders who interface with Austin Health's 10,000+ employees and volunteers.

### About the Directorate/Division/Department

The role sits within the People & Culture Directorate which is one of eight Directorate's reporting to the Chief Executive Officer.

The Director HR Consulting is a member of the People & Culture leadership team and one of four Director roles reporting to the CPCO. The People & Culture Leadership team work together and

collaboratively with the organisation to ensure their thinking, actions and impact are focused on Austin Health achieving its vision: “Shaping the future through exceptional care, discovery and learning”

## Position responsibilities

### Role specific

#### **Strategic Leadership:**

- Lead the HR Partnering function to deliver proactive, client-focused support aligned with organisational priorities.
- Develop and implement workforce development strategies to build organisational capability and future workforce readiness.

#### **HR Partnering:**

- Coach and influence senior leaders to embed best-practice people management and leadership behaviours.
- Provide expert advice on complex organisational change matters.
- Partner with Workplace Relations and other HR streams to ensure integrated solutions.
- Ensure core processes and practices are in place to support consistent delivery of HR services.

#### **Workforce Planning and Organisational Development:**

- Provide thought leadership and deep expertise to organisational effectiveness and organisational development initiatives.
- Monitor and implement strategies to build and improve levels of workforce engagement.
- Design and deliver leadership development programs and talent management frameworks.
- Oversee workforce planning, succession planning, and capability-building initiatives.
- Monitor emerging workforce trends and implement strategies to address gaps.
- Participate in and drive delivery of relevant strategic priorities including those outlined in Austin Health's People Strategy 2022 -2027.

#### **Stakeholder Engagement:**

- Build strong relationships with executives, managers, and external partners to drive collaborative outcomes.
- Represent the organisation in forums related to workforce strategy and development.

#### **Team Leadership**

- Lead and develop a high-performing HR Partnering and Workforce Development team.
- Foster a culture of innovation, inclusion, and continuous improvement.

### All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet, The Pulse.
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct.

### People Management Roles

- Ensure clear accountability for quality and safety within the department.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with the core education, training and development policy.
- A commitment to the Austin Health Values: *our actions show we care, we bring our best, together we achieve and we shape the future.*



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

## Selection criteria

### Essential skills and experience:

- Extensive experience in HR leadership within a large, complex organisation (healthcare preferred).
- Proven ability to lead HR business partnering and organisational development functions in a large, complex and changing environment.
- Significant experience designing and delivering workforce development strategies which build organisational capability and future workforce readiness.
- Strong knowledge of contemporary HR practices, workforce planning, and leadership development.
- Demonstrated leadership capability and the ability to manage sensitive issues with discretion.
- Experience managing a budget, ensuring that resources are optimally allocated to meet the needs of the team and organisation more broadly.
- Demonstrated ability to work collaboratively as part of a senior leadership group, adding value in decision making beyond areas of expertise.
- Exceptional stakeholder engagement and influencing skills.
- Ability to identify and act upon emerging HR and business practices and global trends, and translate this knowledge into solutions in the Austin Health work environment.
- Demonstrated ability to manage change and deliver strategic outcomes.
- Excellent written and verbal communication skills.

## Professional qualifications and registration requirements

Tertiary qualifications in Human Resources, Organisational Development, or related field (postgraduate desirable).

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).



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- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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