

Position Description

HR Business Partner

Classification:	HS4
Business unit/department:	HR Partnering, People & Culture
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	38
Reports to:	Director HR Partnering and Workforce Development
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	March 2026

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 HR Business Partner is a trusted advisor to the business, working in conjunction with Senior HR Business Partners to provide professional advice, coaching and support through a partnership approach with managers and employees. Reporting to the Manager HR Partners, HR Business Partners draw on contemporary HR practices, taking opportunities to coach, advise and facilitate on a range of HR issues and initiatives. The HR Business Partners also contribute to key people and culture projects that contribute to the broader People Strategy.

About the Directorate/Division/Department

The People & Culture (P&C) Directorate is one of seven directorates reporting to the Chief Executive Officer. The HR Partnering Unit provide a high-quality, seamless partnership with the business and is responsible for designing and delivering organisational effectiveness priorities across Austin Health,

including initiatives to attract, retain and grow talent, build capability, drive culture and improve performance.

Position responsibilities

Role Specific:

- Partnering with an allocated client group, managing and driving people and culture initiatives in line with identified business and P&C priorities
- Provide guidance and subject matter expertise and deliver operational solutions to support leaders on a broad range of HR matters, including performance management, cultural change and change initiatives.
- Provide advice and support on complex EBA matters, leave and absence management, job evaluation and classification reviews and probation matters
- Contribute to the development of P&C initiatives, which may include talent management, culture, employee engagement and learning and development
- Contribute to key P&C projects which deliver on strategic priorities to enable clients and the P&C function to meet key operational requirements and strategic objectives. This may include talent management initiatives, capability development initiatives and bodies of work to improve employee engagement.
- Work closely with other HR Business Partners and Senior HR Business Partners to ensure alignment of initiatives and programs in accordance with local strategies and plans.
- Work collaboratively with the broader People & Culture teams to ensure an integrated approach to projects being managed across the Directorate, and services being delivered to the business.
- Client groups will change from time to time to ensure breadth and diversity of experience.

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values: Our actions show we care, We bring our best, Together we achieve and We shape the future.
- Tertiary qualifications in Human Resources, or other related discipline
- Experience as a HR Business Partner
- Highly developed interpersonal and relationship management skills
- Strong analytical and critical thinking skills, with the ability to problem-solve and identify solutions to complex HR issues
- Ability to support the implementation of organisational development activities including talent management, culture and engagement and capability development
- Excellent verbal and written communication skills and confidence in presenting and facilitating content
- Demonstrated ability to work collaboratively as part of a team and add value in decision making
- Pragmatic, confident, organised and ability to demonstrate sound judgement.

Desirable but not essential:

- Experience in the Health Industry.



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Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

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).
- 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



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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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