

Position Description

Senior Consultant, Workforce Architecture

Classification:	HS4
Business unit/department:	HR Shared Services
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:	40 (38+ADO)
Reports to:	HR Services & Salary Packaging Manager
Direct reports:	NA
Financial management:	Budget:
Date:	13/08/2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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 Services team oversees the full lifecycle of positions across Austin Health, covering establishment, maintenance, and disestablishment. It ensures position data integrity, supports organisational design, and enables strategic workforce planning.

The Senior Consultant, Workforce Architecture is central to this work, managing the design and establishment of new and existing positions, and implementing systems and processes that uphold governance, data accuracy, and alignment with organisational design principles. This role also supports workforce planning through accurate establishment frameworks. The position reports to the HR Services & Salary Packaging Manager and has no direct reports.

About the Directorate/Division/Department

The People & Culture Directorate is one of seven reporting to the Chief Executive Officer. Based at the Repatriation Campus of Austin Health, the HR Shared Services department is a well-regarded enablement function, consisting of teams that provide accurate and efficient HR services across the organisation.

With a focus on service excellence and customer-centricity, the HRSS teams work collaboratively together and with the broader People & Culture function to support employees and managers through the employee life cycle.

Position responsibilities

The successful applicant will be responsible for:

- Collaborating with relevant People and Culture colleagues, such as the P&C Business Partnering team, and influencing the adoption of the Position Management process across several functional areas within P&C and Austin Health, to ensure positions are updated as needed and in alignment with strategic workforce planning and budgeting processes.
- Maintaining the development and continuous improvement for governance of position management, including but not limited to the design and establishment of new positions aligned with organisational needs, budget and strategic plans; the maintenance of existing positions through checks and control mechanisms; the disestablishment of positions; and position data cleansing and maintenance
- Developing and maintaining frameworks, principles and tools that support consistent, efficient, and compliant position management practices aligned with enterprise agreements, policies, and strategic workforce objectives.
- Partnering with senior stakeholders and P&C teams to provide strategic advice on organisational structure decisions that will shape workforce capability, support future-focused planning, and enable agile organisational design.
- Overseeing the integrity and governing the position approval process, ensuring documentation aligns with governance standards.
- Leading ongoing data cleansing and validation efforts to maintain the integrity, accuracy, and strategic alignment of position and job data.
- Acting as a subject matter expert for Position Management, supporting strategic workforce planning initiatives and various P&C projects, including job architecture.
- Contributing to the development, tracking and reporting of position-related KPIs (e.g., time-to-establish, vacancy volume)
- Collaborating with the People data & Insights team to develop reporting dashboards for tracking, key metrics to inform forecasting and compliance.
- Leading position management initiatives that enhance systems and processes to ensure data quality, operational efficiency, and strategic alignment integrity
- Proactively governing position data, ensuring compliance with Enterprise Agreements, Austin Health policies and other regulations, and supporting audits, reviews and strategic implementation of position management
- Championing continuous improvement of position management processes and systems in collaboration with the HR Systems team to enhance process efficiency, data quality and compliance

Selection criteria



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Essential skills and experience:

- Demonstrated professional experience in business systems, including well-developed business and needs analysis skills, ideally within People and Culture environments.
- Demonstrated ability to combine analytical, technical, and strategic expertise to design and manage Position Management processes that deliver effective solutions to business needs.
- Proven experience and high-level capability with a range of standard Microsoft Office tools and working in an ERP application development environment (either PeopleSoft, Oracle, SAP or similar) and/or a web services environment.
- High level of written and verbal communication and interpersonal skills.
- Knowledge and understanding of business processes within a Public Health environment and change management principles.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Proven ability to show initiative with strong analytical and problem-solving skills with the ability to work autonomously and as part of a collaborative and multifaceted team.
- Demonstrated knowledge and experience in position management and governance of HR processes.

Desirable but not essential:

- Proven experience in the SAP SuccessFactors Employee Central environment
- Advanced computer literacy skills within a Microsoft Office environment
- Experience in Public Health

Professional qualifications and registration requirements

Relevant tertiary qualification with significant subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

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.



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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 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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