

Position Description

Senior HR Business Partner

Business unit/department:	HR Business Partnering, People and Culture Directorate
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input 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
Classification:	HS5/EX04
Employment type:	Full-Time
Hours per week:	38
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	January 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 Senior HR Business Partner plays a critical role in aligning human resources strategies with organisational objectives. This position provides strategic HR advice, drives organisational change and workforce planning, and fosters a high-performance culture that supports Austin Health's values.

The role is a critical conduit between P&C and the organisation to optimise the impact and delivery of P&C services and programs based on stakeholder needs.

About the Directorate/Division/Department

The role sits the HR Business Partnering function within the People and Culture Directorate, and acts as a trusted partner to stakeholders and organisational leadership teams. The People & Culture Directorate is one of eight Directorate's reporting to the Chief Executive Officer.

Position responsibilities

- Partner with senior leaders to develop and implement HR strategies aligned with Austin Health's business goals and objectives.
- Partner with business areas to undertake tactical and strategic workforce planning activities, talent management, and succession planning initiatives.
- Provide coaching and guidance to senior leaders on people management and leadership capability.
- Provide expert advice on organisational change and drive organisational development and change management programs.
- Engage with employees and unions during the delivery of change processes/consultation and coach and support leaders to deliver change activities.
- Lead initiatives to enhance employee engagement and retention.
- Lead the delivery of key P&C strategic projects or initiatives.
- Ensure compliance with employment legislation, Austin Health policies and relevant regulations.
- Analyse and use HR metrics to inform decision-making and support continuous improvement.
- Develop a deep understanding of the backgrounds, strengths, and development needs of client business areas.
- Work collaboratively with other teams within P&C to provide expert advice to people managers with complex people matters.
- Lead in a manner that drives a 'One Team' culture in all areas of P&C to encourage collaboration.
- Provide coaching and mentoring to HR Business Partners, and act as a point of escalation.

Selection criteria

Essential skills and experience:

- Proven experience as a senior HR professional in a complex, multi-stakeholder environment.
- Strong ability to influence and build relationships with executive leaders.
- Expert knowledge of HR best practices, employment law, and organisational development.
- Demonstrated capability in leading strategic HR projects and initiatives.
- Excellent communication, negotiation, and problem-solving skills.
- Extensive experience in HR leadership roles within reputable organizations

Desirable but not essential:

- Experience in HR leadership roles within the Victorian public health sector



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Professional qualifications and registration requirements

- Tertiary qualifications in Human Resources, Business, or related discipline
- Postgraduate qualifications or professional certifications (e.g., AHRI) are highly 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).
- 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.



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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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