

Position Description

Senior HR Business Partner

Business unit/department:	HR Business Partnering, People and Culture Directorate
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
Classification:	HS5/EX04
Employment type:	Full-Time
Hours per week:	38
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	October 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 creates organisational value by translating Austin Health's strategy into practical, high-impact people and workforce solutions. Through trusted partnership with senior leaders, the role shapes workforce priorities, builds leadership capability and enables effective organisational change, strengthening performance, culture and the employee experience so our people can deliver exceptional care.

As the critical link between People & Culture and the organisation, the role ensures P&C expertise, services and programs are focused where they will deliver the greatest value. It brings together workforce insights, business needs and enterprise priorities to improve decision-making, anticipate emerging challenges and deliver sustainable outcomes for Austin Health.

About the Directorate/Division/Department

The HR Partnering & Workforce Development team is helping shape the future of work at Austin Health. As we continue to evolve our People & Culture approach, we are focused on creating a

contemporary workforce experience that strengthens organisational performance, supports cultural transformation and enables our people to do their best work.

Our team works across the employee lifecycle to deliver high-value, strategic workforce solutions that enhance attraction, retention, leadership capability, workforce development, employee experience and organisational effectiveness. We partner with leaders to build inclusive, high-performing teams, navigate change with confidence and prepare the workforce for future challenges and opportunities.

This is an exciting time to join a team that is influencing how Austin Health attracts, develops, supports and empowers its people. Together, we are building a workforce that is capable, adaptable and ready to meet the future needs of healthcare.

Position responsibilities

- Shape and deliver people and workforce strategies with senior leaders that advance Austin Health's priorities, strengthen organisational performance and support the delivery of exceptional care.
- Translate business priorities and workforce insights into tactical and strategic workforce plans that build capability, strengthen talent pipelines and support sustainable succession outcomes.
- Strengthen leadership effectiveness by coaching and advising senior leaders to confidently manage people, lift team performance and create positive employee experiences.
- Shape and enable organisational change by providing expert advice and leading practical organisational development and change strategies that deliver lasting benefits.
- Design and lead targeted initiatives that improve employee engagement, retention and workforce experience, informed by organisational priorities and workforce insights.
- Lead the successful delivery of priority P&C projects and initiatives, ensuring they achieve clear outcomes and create sustainable value across Austin Health.
- Protect Austin Health's people and organisational interests by proactively identifying workforce risks and supporting compliance with employment legislation, organisational policies and relevant regulatory requirements.
- Turn workforce data and HR metrics into actionable insights that improve decision-making, measure impact and drive continuous improvement.
- Build a deep understanding of each client area's operating context, workforce strengths and emerging capability needs to anticipate challenges and target support where it will have the greatest impact.
- Mobilise expertise across P&C to deliver coordinated, practical and high-quality advice that helps people managers resolve complex workforce matters and achieve sustainable outcomes.
- Champion a 'One Team' culture across P&C by connecting teams, sharing expertise and strengthening collaboration to deliver a consistent and integrated service.
- Build the capability and impact of the HR Business Partnering function through coaching, mentoring and timely escalation support on complex or high-risk matters.



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show we care



We bring
our best



Together
we achieve



We shape
the future

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Our actions show we care, We bring our best, Together we achieve and We shape the future.
- Proven experience as a senior HR professional in a complex, multi-stakeholder environment.
- Strong ability to influence and build relationships with executive leaders.
- Strong analytical and critical thinking skills, with the ability to problem-solve and identify solutions to complex HR issues
- 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

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.*



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We shape
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- 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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