

Position Description

Senior HR Business Partner

Classification:	EXO 4
Business unit/department:	People and 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:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Manager HR Partners
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	June 2025

Position purpose

The role acts as a coach and advisor to senior leaders to enable the management of complex people issues, operating requirements, delivery of key projects, people plans, organisational change and key People & Culture (P&C) activities. 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. Senior Business Partners provide coaching and mentoring to HR BPs as required.

About the Directorate/Division/Department

The People & Culture (P&C) Directorate is one of seven directorates reporting to the Chief Executive Officer. The HR Business Partnering function sits within the People and Culture Directorate, and acts as a trusted partner to stakeholders and organisational leadership teams. The team works across Austin Health to provide strategic and operational HR advice, coaching and subject matter expertise across a range of HR matters.

Position responsibilities

- Act as a trusted partner to stakeholder groups and senior leadership teams. Develop strong relationships with leadership teams and contribute to their planning and thinking on key business and people decisions.
- Understand the goals/priorities of stakeholders and draw on P&C resources and expertise to support their delivery.
- Provide advice on best practice P&C strategies to stakeholders on matters including employee engagement and development, talent and capability, organisational design and change management.
- Develop a deep understanding of the backgrounds, strengths, and development needs of clients and key talent, and coach leaders to better assess talent and succession plans.
- Work with clients to develop and lead change initiatives, required plans and documentation, providing expert advice on the change process and best practice change management.
- Engage with employees and unions during the delivery of change processes/consultation and coach and support leaders to deliver change activities.
- Provide expert advice and coaching on complex people matters, and lead processes when required.
- Participate and contribute to tactical and strategic workforce planning activities.
- Regularly communicate P&C priorities and updates to clients as required.
- Utilise metrics to enable evidence based workforce decisions.
- Lead in a manner that drives a 'One Team' culture in all areas of P&C to encourage collaboration.
- Provide coaching and mentoring of aligned HR Business Partners, and act as a point of escalation.
- Lead and or participate in the delivery of P&C projects and priorities .
- Work with stakeholders to manage P&C cyclical process and compliance as needed (e.g., annual performance reviews, succession planning, employee engagement survey action planning, etc)
- Contribute to team and cross-functional projects and programs of work..

Selection criteria

Essential skills and experience:

- Significant experience in a HR generalist business partnering position(s) and working with senior leadership teams
- Experience in developing and leading complex change initiatives and employee/union consultation
- Ability to provide thought leadership across strategic HR issues in a considered and tailored manner
- Strong critical thinking, analytical and problems solving ability
- Strong results orientation with a proven track record for delivering impactful solutions valued by stakeholders
- Outstanding ability to engage, manage and influence stakeholders



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- Demonstrated ability to work collaboratively as part of a leadership team and can add value in decision making beyond area of accountability
- Pragmatic, respectful, organised and demonstrates sound judgement
- Demonstrated ability to provide advice and interpretation of HR policy, processes and enterprise agreements
- A commitment to Austin Health values: Our Actions Show We Care, We Bring Our Best, Together We Achieve, and We Shape the Future

Desirable but not essential:

Experience working within health or the public sector valued but not essential

Professional qualifications and registration requirements **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



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

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.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**