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| **Position Title** | Human Resources Officer |
| **Position Number** | N5756 |
| **Department** | Executive Services |
| **Classification** | Administration Grade 3 – HS3 |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative workers) Single Interest Enterprise Agreement 2016-20 |
| **Reports to:** | Human Resources Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The Human Resources Officer (HRO) works across all levels of the organisation, providing an informed professional and efficient service in human resource management. The HRO will coordinate WorkCover, Employee Relations, Recruitment, and participate in Industrial relations and Performance Management issues.

**Department / Unit Specific Overview**

The role of EGHS executive services is to implement organisational strategic direction. In addition to our Chief Executive Officer, executive services consist of several specialist areas including Quality Assurance, Development and Improvement, Human Resources, Payroll, Community liaison and Financial services.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’.  We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating positive experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Coordinating vacancy management in the recruitment of new employees including liaising with external recruitment agencies ensuring all selections are fair and equitable
* Participate in end-to-end workforce planning including forecasting needs, job design and evaluation, recruitment and selection processes, on-boarding new employees, coaching and liaising with department managers
* Participate in the overall on-boarding experience of new employees, which is seamless and professional, collaborating with internal stakeholders
* Co-ordination of WorkCover and TAC claims including injury management, claim coordination and Return To Work with the employee, insurer and EGHS management
* Oversee occupational Health and Safety matters including Worksafe and injury management to ensure a safe and supported environment
* Co-ordination of Careers programs including work experience and traineeships
* Working with managers and employees through Performance Management procedures
* Assisting with the implementation and ongoing compliance of relevant Enterprise Bargaining Agreements
* Ensure that all staff are working within current Enterprise Bargaining Agreements
* Support the development and implementation of quality improvement activities
* Ensure that EGHS HR Policy and Procedures meet legislative requirements.

Key Selection Criteria

**Essential Criteria:**

* Certificate IV or Diploma qualifications in Human Resource Management (as a minimum)
* Completion of WorkSafe endorsed Return to Work Coordinator training
* Demonstrated ability to develop and maintain effective working relationships within and external to the organisation; ability to tactfully obtain cooperation from management and staff at all levels
* Demonstrates ability to coordinate a range of concurrent tasks, meeting varied and challenging deadlines, taking initiative and work effectively with others in demanding work environments
* Knowledge of Australian Employment legislation, Public Health Enterprise Bargaining Agreements and experience working in a Health environment essential.
* Excellent communication, negotiation, organisation and time management skills
* Demonstrated ability to facilitate discussion and manage conflict
* Commitment to quality, best practice and environmental safety

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)

**Desirable Criteria:**

* Experience with HR system - Chris 21 is advantageous
* Current drivers licence

**Acknowledgement**

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| **Employee Name:** |  | | |
| **Employee Signature:** |  | **Date:** |  |
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| **Manager Name:** |  | | |
| **Manager Signature :** |  | **Date:** |  |
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| **Developed Date:** | **February 2022** | | |
| **Developed By – Name:** | **Ros Bloomfield** | | |
| **Developed by – Title:** | **Human Resources Manager** | | |
| **Date of Next Review:** | **February 2023** | | |