

# Position Description



General Information	
<b>Position title</b>	People and Culture Business Partner
<b>Enterprise Agreement / Modern Award</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025)
<b>Classification</b>	Administrative Worker Grade HS5
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Tertiary qualifications in Workplace Health and Safety or other related discipline
<b>Primary Location</b>	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Operational Manager, People and Culture
<b>Direct Reports</b>	Nil
<b>Key Internal Contacts</b>	All Lyndoch staff, Executive Team, Clinical Quality, Risk and Safety team and Department Unit Managers
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals, Worksafe, Insurance Provider, Unions and Representatives.
<b>Infection Control Risk</b>	Category B - Indirect patient contact

## Lyndoch Living Vision

By recognising each person for the individual, they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## Our Values – ‘The Lyndoch Way’

Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are *One Team, Pride, Welcoming Workplace, Yes Culture, Customer Service, Innovation, Fun and Enjoyment, Social Purpose and Safety.*

## Position Overview

The People & Culture Business Partner will support and partner with Lyndoch’s business areas in the effective management of the workforce, providing advice on the implementation, management, evaluation and improvement of all people related policies, processes and plans.

The People and Culture Business Partner will ensure the completion of required documentation to support compliance with policy and procedures, and legislated regulatory requirements including elements under the Quality Standards – Aged Care and Safety.

This leadership position supports the culture of the organisation through the adoption of Lyndoch Living’s values.

## People & Culture

- Coach and support managers in the development and implementation of a diverse range of workforce strategies and processes including induction, performance and behaviour management, leadership management, succession planning and management of grievances and disputes.
- Coordinate investigations of such matters where appropriate.
- Prepare and present monthly workforce reports as required and develop action plans with managers to address key issues arising from these reports.
- Provide advice to managers and staff on matters relating to employment conditions, Enterprise Agreement and policy interpretation and application to workplace issues.
- Lead and implement a range of workplace initiatives and projects contributing to the Operational Plan.

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- Deliver client focused People & Culture services across a range of HR activities including but not limited to recruitment, industrial and employee relations, performance, conduct and attendance. Assist with day to day maintenance of electronic human resources tools and systems.
- In conjunction with Workplace Health Safety & Wellbeing, develop and implement proactive workplace health and programs focused on the prevention of illness and injury to foster and support a healthy, safe and resilient workforce.
- In collaboration with the Workplace Health Safety Wellbeing Lead, support the business to develop a healthy and safe culture by encouraging early identification of health and wellness concerns, and injury management worker's compensation and rehabilitation efforts, where required.

### Key Responsibilities and Key Performance Indicators (KPIs)

Key Responsibilities	Key Performance Indicators (KPIs)
<u>Community of Practice Leadership</u> <ul style="list-style-type: none"> <li>➤ Support the community of practice with leadership and guidance to employees, volunteers and contractors which aligns with the Vision, Mission and Values of Lyndoch Living.</li> <li>➤ Accountable for providing sound advice and guidance on employee and industrial relations matters and provide thought leadership in contemporary P&amp;C practices</li> </ul>	100% compliance to legislation and standards
<u>Ensure compliance with all relevant standards and legislation</u> <ul style="list-style-type: none"> <li>➤ HRMS documentation up to date and accurate, reviewed within the agreed time frame.</li> <li>➤ Attend to and monitor the entry of accurate documentation into electronic and other related systems, which include, but is not limited to Fair Work, Worksafe and Quality Team.</li> </ul>	100% of HR policies, procedures and guidelines up to date
<u>Quality Improvement and Risk Management</u> <ul style="list-style-type: none"> <li>➤ Maintain electronic human resources tools and systems, including, but are not limited to – Lyndoch Living's Human Resource polices, procedure, workplace instructions and conduct of conduct</li> <li>➤ Incident / Accident events - in line with policies and processes</li> <li>➤ Attend to the completion of audits as directed by the Director. Actively contribute to Root Cause Analysis and Critical Thinking processes. Assist with risk requirements to ensure ongoing compliance.</li> <li>➤ Initiate, complete and follow up RISKMAN entries.</li> </ul>	100% compliance with audit and investigation processes  100% of OHS Incident Reports (Riskman) followed up within 48 hours
<u>Actively participate in professional development in order to deliver best practice</u> <ul style="list-style-type: none"> <li>➤ Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to Director. Responsible for and committed to ongoing continued professional development, pursuant with the requirements, in order to expand their own level of professional competence. Complete annual education modules, as allocated by the organisation</li> <li>➤ Annually complete the minimum hours for Continuing Professional Development (CPD), pursuant with the Australian HR Institute requirements.</li> <li>➤ Complete annual education modules allocated by the organisation.</li> <li>➤ Participate, as directed, in the employee Support and Growth Plan.</li> </ul>	20 hours of CPD completed annually.  100% of education modules completed annually  Support and Growth Plan in place

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<p><u>Occupational Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and directions</li> <li>➤ Participate in health and safety training programs as required</li> </ul>	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p> <p>Reduced workers compensation claims.</p>
<p><u>The Values – ‘The Lyndoch Way’</u></p> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the ‘The Lyndoch Way’</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values ‘The Lyndoch Way’</li> </ul>	<p>Employee Engagement Survey Results</p>

Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> <li>➤ Tertiary qualifications in Human Resources and / or equivalent industry experience in a similar Snr HR Advisor/HR Business Partner role.</li> </ul>	Essential
Previous experience	<ul style="list-style-type: none"> <li>➤ Extensive experience working in HR / IR in a public service, health or for-purpose environment.</li> <li>➤ Experience working across organisational development, recruitment, work health safety, employee and industrial relations, performance management.</li> <li>➤ Knowledge of and experience in general employment law and HR best practice.</li> <li>➤ Experience in consultation and provision of advice to business leaders.</li> </ul>	Essential
Skills and knowledge	<ul style="list-style-type: none"> <li>➤ Experience in implementation of strategic initiatives</li> <li>➤ Detailed and strategic understanding of business operations, challenges and drivers.</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills with the proven ability to influence and negotiate outcomes, and drive change to create a strong, healthy and safe culture</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Developed leadership skills to foster cohesion and support an effective community of practice</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrate the ability to work autonomously and in a collaborative team environment</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames</li> <li>➤ Highly developed interpersonal and communication skills (both written and verbal)</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Ability to approach difficult tasks and sudden changes appropriately</li> <li>➤ Detailed knowledge and understanding of legislation and standards, including conduct of workplace investigations.</li> </ul>	Essential

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	➤ Knowledge and understanding of resources and tools available to facilitate the delivery of a successful employee health and wellbeing program	Essential
	➤ Proven experience leading emergency management functions in a complex organisation.	Essential
	➤ Proven ability to build and maintain excellent relationships with internal and external stakeholders	Essential

### Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, exacerbation, deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

### Authorisation

Authorised by (position title): Director

Review and authorisation date: November 2022