



# People and Culture Business Partner

## Success Profile

<p><b>You will make a difference by</b></p>	<p>Driving the culture of IPC Health and improving the effectiveness of our workforce and aligning HR strategies with the goals of the organisation.</p> <p>Be viewed as an effective strategic partner to members of the leadership team utilising relevant data metrics to drive performance, innovation and employee engagement</p>
<p><b>To succeed, you will need</b></p>	<ul style="list-style-type: none"> <li>• Degree-level qualification in Human Resources</li> <li>• Proven team player with a friendly nature and commitment to building robust relationships</li> <li>• Minimum of 5 years previous experience in a similar role</li> <li>• Effective knowledge and understanding of relevant legislation including the Fair Work Act, Equal Employment Opportunity and Work Health &amp; Safety</li> <li>• Extensive experience interpreting Enterprise Agreements and exposure to unionised environments</li> <li>• Advanced skills in Microsoft Office products (Word, Excel, PowerPoint, Outlook) and proficiency with software and IT programs (including SharePoint, HRIS systems).</li> <li>• Experience leading on employee relations, workcover and performance related matters</li> <li>• Ability to influence, upskill and coach senior leaders</li> <li>• A continuous improvement mindset with the ability to lead on projects</li> </ul>
<p><b>You will improve and promote One Team IPC Health by</b></p>	<ul style="list-style-type: none"> <li>• Acting with purpose, measuring our results, and celebrating achievements (<i>We make a difference</i>)</li> <li>• Going above and beyond, demonstrating understanding and respect for our communities and each other (<i>We are passionate</i>)</li> <li>• Learning, experimenting and innovating (<i>We are creative</i>)</li> </ul>
<p><b>We will contribute to your success by</b></p>	<ul style="list-style-type: none"> <li>• Providing opportunities for you to share what is important to you, your wellbeing, and what you need.</li> <li>• Aligning the contribution you make to IPC Health's strategy.</li> <li>• Guiding you in what to do, when and how to do it.</li> <li>• Developing your skills with regular feedback and exploring career opportunities.</li> <li>• Ensuring you feel fulfilled at the end of each workday.</li> <li>• Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but</li> </ul>



	not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
<b>Key Deliverables and Measures</b>	<ul style="list-style-type: none"> <li>• Support the Manager People and Culture in the achievement of the Workforce Strategy 2025-2030</li> <li>• Strengthen leadership and team capability in areas such as performance management, change leadership and workforce planning by coaching, influencing and developing managers</li> <li>• Lead on key initiatives such as engagement surveys and gender equity reporting to identify trends and work with stakeholders to implement proactive solutions</li> <li>• Act as a trusted advisor, providing guidance and coaching on complex employee relations matters, ensuring fair and compliant outcomes</li> <li>• Implement workforce planning strategies to ensure that the right people, with the right skills are in the right roles</li> <li>• Partner with Talent Acquisition Advisor and hiring managers to understand workforce needs and develop effective recruitment strategies</li> <li>• Mitigate risks by effectively and proactively addressing workplace issues</li> <li>• Champion diversity, equity and inclusion initiatives</li> <li>• Drive cultural development initiatives that enhance collaboration, respect, and innovation</li> <li>• Act as a senior member of the People and Culture team, providing support, mentoring and skill development to other members of the team</li> </ul>

<b>Team</b>	<ul style="list-style-type: none"> <li>• People and Culture</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Manager, People and Culture</li> </ul>
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>• People and Culture Team</li> <li>• People Managers and Team Leaders</li> <li>• Employees</li> <li>• Industry bodies and HR networks</li> </ul>

<b>Our Purpose</b>
Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

<b>Our Values</b>
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<p><b>We are passionate</b></p> <p>We go above and beyond, demonstrating understanding and respect for our communities and each other.</p> 	<p><b>We make a difference</b></p> <p>We act with purpose, measure our results and celebrate achievements.</p> 	<p><b>We are creative</b></p> <p>We learn, experiment and innovate.</p> 
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