



Employee Position Description

Position Details		
Position Title: Merger HR Business Partner	Department: Merger Delivery	Agreement: Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022-2026
Reports To: Merger Project Director	Location: Flexible, will need to work across AccessHC and Inspiro sites as required	
Direct Reports: Various transition roles	Employment Status: 0.8 - 1.0 FTE (depending on candidate preference), Fixed Term (12 months)	Classification: Grade 4
Position Primary Purpose		
<p>The HR Business Partner will support all HR related aspects of the merger between Access Health and Community and Inspiro through the planning, transition and post-merger integration phases. They will work collaboratively across both organisations and contribute to all aspects of the employee life cycle, from organisational design through to the review and implementation of best practice people and culture policy, programs and practices to enable effective people outcomes.</p>		
Key Relationships		
<p>Internal</p> <ul style="list-style-type: none"> • CEOs • Executives • Board Directors and Advisors • Whole organisation <p>External</p> <ul style="list-style-type: none"> • Community • Partners 		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
HR Advisory	<ul style="list-style-type: none"> • Provide high level strategic and expert advice to key stakeholders to develop and execute integrated HR strategies and initiatives that deliver fit-for-purpose human resource outcomes associated with the Merger. • Provide coaching and support on a broad range of complex HR issues offering contemporary and flexible solutions in line with Merger and organisational priorities and in accordance with relevant legislation, industrial awards and Enterprise Agreements.
Workplace Relations & Change	<ul style="list-style-type: none"> • Provide HR advice and recommendations on workplace relations and employment issues associated with the Merger. • Partner with the Merger Director to create and execute a plan for workplace change with consideration to relevant industrial requirements as well as good practice people change management. • Collaborate with the respective payroll teams to ensure industrial obligations are being met and the preparation and execution of contractual arrangements and documentation is aligned and well supported by HR.
HR Delivery	<ul style="list-style-type: none"> • Lead the development and execution of an HR plan to deliver well-considered HR programs and processes associated with the Merger across each of the phases including; appropriate recruitment and selection practices, induction and learning programs, and contractual and compliance requirements. • In collaboration with AccessHC and Inspiro HR representatives, undertake pulse checks, review and evaluate HR Plan initiatives and activities.
Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate the values of AccessHC and Inspiro
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirement where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Selection Criteria

Standard selection criteria items

- Police Check (*mandatory*)
- International Police Check (*mandatory, if lived/work overseas in past 10 years*)
- Current Victorian Driver's Licence
- Working with Children check

Qualifications, registrations and experience

Minimum -

- A Bachelor's degree in business/commerce, human resource management, or a related discipline
- Previous experience working as a business partner in a similar industry
- A solid understanding of IR legislation, awards, and enterprise agreements
- Strategic and operational business partnering experience

Desirable -

- Experience of supporting a merger within the for-purpose sector.

Key skills and attributes

- Desire to roll up your sleeves and deliver proactive operational solutions, alongside the ability to think strategically and conceptually
- Great at fostering relationships with Executive and Senior Leaders and influencing a complex stakeholder environment
- Technically astute with experience in the application and promotion of MS Office365 tools.
- Collaborative and committed to working with others to achieve outcomes.
- Able to work in the big picture, whilst also maintaining a high level of attention to detail. Demonstrates curiosity and takes a solution-focused approach to work.
- Demonstrates emotional intelligence and cultural sensitivity.

AccessHC and Inspiro are Child Safe Organisations.

We actively support an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name

Signature:

Date:

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.