



Great People.
Great Careers.
Excellent Health Care.

Greatness Starts Here



Position Description

People & Culture Advisor

Agreement:	Health and Allied Services, Managers and Administrative Officers Multiple Enterprise Agreement 2022-2026
Classification:	Grade 4
Directorate:	People and Culture
Reports to:	People and Culture Business Partner
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:



Inclusion	Integrity	Excellence	Innovation	Collaboration
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About Us

Over the past three years, DPV Health has embarked on an exciting cultural transformation called the DPV Health Way. This included a values refresh, with renewed focus on Our People, their contribution to our organisation and community and enforcing our commitment to excellent care, supporting every employee in leading a happy, balanced, fulfilling life; no matter who they are, where they are from—or where they are going. Our workplace culture is committed to DPV Health values and celebrates workforce diversity reinforcing the positive approach we have to the way people contribute, communicate, engage and interact.

Our People deserve to feel empowered and supported as they pursue their professional goals, learn new skills, and achieve meaningful milestones in their work. At DPV Health, we foster an environment that promotes greater growth, innovation, and collaboration, so you can feel elevated every day.

We invest in Our People, proudly offering a diverse range of opportunities including knowledge sharing, ongoing learning and development, leadership development, connectedness, and celebration; these are key pillars in our culture.

About this role

The position of People & Culture Advisor is responsible for providing sound advice to employees and leaders by responding to queries and supporting the broader People and Culture initiatives. This position sits within the People and Culture Business Partnering team.

The People and Culture (P&C) team is responsible for leading all aspects of Human Resources and people management as well as organisational culture and capability to support the success of the organisation and its strategic objectives. The function coordinates all activities relating to people management including recruitment, onboarding, induction, remuneration, benefits, retention, performance management, compliance, workforce and leadership training and development, Occupational Health & Safety, employee experience, workplace relations, workforce metrics, analytics and people administration services together with contributing to strategic planning and internal initiatives, the creation and implementation of organisational strategies, workforce planning, policies, and practices.

Key deliverables for this role is to provide timely and efficient responses to internal queries in collaboration with People and Culture colleagues and provide support to the P&C Business Partners in the management of employee matters.

Roles Key Accountabilities

Service Delivery

- Support the Business Partners by responding to and resolving employee and leader queries both via email and verbally as required, ensuring advice is balanced and considers risks to be mitigated where possible
- Participate in Victorian Hospitals Industrial Association (VHIA) groups and provide updates to the team to ensure DPV Health are across all relevant EBA updates
- Support the Business Partners and Payroll team with the implementation of new EBA/award rates and changes by reviewing and sharing salary circulars and other related correspondence ahead of implementations
- Assist with end to end recruitment and on-boarding, including agency management
- Assist with the coordination of annual performance review set up and oversight
- Support employees and leaders with utilisation of the HRIS – including coaching them on how to raise job requisitions, use performance appraisals, log leave, etc
- Assist the Employee Experience Lead with organisational training needs including source, coordinate and record
- Review and update P&C policies, procedures and systems to ensure they meet quality accreditation, Award/EBA requirements and enable the effective delivery of the following key HR areas
- Assist with P&C and organisational functions / events and staff engagement activities
- Assist in the design and creation of P&C activities such as induction, orientation, on line training modules and other across the employee life cycle
- Support the People & Culture Coordinator with contracts and employment variations as required

Reporting, System, Process and Analytics

- Actively use and promote the use of DPV Health systems such as Elmo, Trim and others
- Maintain P&C information and learning systems
- Analyse data to identify improvement in P&C related KPIs
- Conduct audits relevant to service delivery to ensure compliance with policies and procedures, identify opportunities for improvement and to meet accreditation and legislative standards

Financials, Budgets, Target, Funding

- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks
- Commitment to partnering with clients to facilitate effective engagement and participation

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

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| • Current Victorian Drivers Licence | • Valid Working With Children Check |
| • Vaccination status as per category A Employee | • Satisfactory Police Check |
| | • International Residency Stat Dec and International Police Check (if required) |

- Travel between sites is required

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Relevant qualifications in Human Resources, Employee Relations or equivalent or extensive HR experience

Experience & Skills

Essential:

- Previous human resources experience
- Excellent people, interpersonal, communication, influencing and presentation skills
- Customer focused and able to develop effective relationships with customers
- Understanding of business principles, continuous improvement and key performance indicators - Improvement, change & project management experience

Desirable:

- Experience in the Health sector, community service or related industry would be well regarded
- Demonstrated ability in developing HR systems including policy, procedure, and associated tools, forms, checklist and training material
- Knowledge of legislation and regulations relevant to the role
- Demonstrated initiative and self-direction as well as a 'team player' capability within a dynamic and busy work environment
- Highly developed organizational and time management skills and attention to detail
- A strong customer focus and demonstrated ability to develop effective and positive working relationships at all levels
- Ability to work independently and respond to a changing work environment
- Professional 'can do' and flexible approach aligned with organisational values and behaviours

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____