Position Title: Human Resources Business Partner

Reports To:
- Direct: Head of People & Culture
- Indirect: Director of Finance & Corporate Services

Position Type: Part time, 20 hours per week, Maximum Term

Location: 305 Grattan Street, Melbourne

End of Tenure Date: 30/06/2020

Key Relationships:
- Internal:
  - Executive Director
  - Associate Director
  - Portfolio Heads
  - All VCCC team members
  - Partner secondees
- External:
  - Melbourne Health Payroll Services
  - University of Melbourne IT
  - Honeywell (building facilities)
  - HR colleagues and other stakeholders in partner organisations
  - External providers, eg. recruitment, training, venues etc

POSITION PURPOSE

The role of Human Resource (HR) Business Partner has been created to provide continuity of HR support and advice to managers regarding recruitment along with all elements of people management at the Victorian Comprehensive Cancer Centre (VCCC).

The role will take a hands-on approach to dealing with general day-to-day HR requirements as they arise, reporting to and in support of the Head of People & Culture who works Mon to Wed. The incumbent will work Wed to Fri to provide the organisation with a seamless HR service across the full employee lifecycle, focusing on enabling managers and leaders to effectively recruit, manage and support their people. The role will also have accountability for planning and delivering key People and Culture projects, including such things as policy revision and writing, engagement surveys, performance review processes, training, induction programs, and diversity initiatives.

The ideal person for this role will be a seasoned HR professional, with strong experience in recruitment, working with various types of employment and secondment contracts in a complex environment, employee relations and engagement, change management and will have a strong track record of HR project delivery in the past.
CONTEXT

Vision
The vision for the VCCC is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

Operating Environment
The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a four-year agreement (2016-2020) with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

Our Team Purpose
Be known for enabling the best research-led cancer care for all.

Our Values
Collaboration - we connect and support to empower sustainable change
Integrity - we are respectful of the cancer community and accountable for our contribution
Creativity - we cultivate ideas and dare to innovate
Achievement - we strive to make an impactful difference and produce results

KEY RESPONSIBILITIES:
Consulting and Advice
- Work closely with the Head of People and Culture to partner with managers and Leadership Team members to advise on employee relations matters in order to align activities with VCCC’s policies and values
- Provide advice and coaching to all staff in a timely way
- Facilitate team or group workshops from time to time to build competency were required.

Recruitment Delivery
- Partner with managers to define recruitment strategies and agree timelines, providing advice on recruitment best practice, market trends and sourcing strategies, working with the Communications team regarding marketing of vacancies
- Assist with all elements of the recruitment process, including the writing of position descriptions, advertisements, interview questions, conducting interviews, the selection process in line with VCCC values and diversity aims and reference checking
- Negotiate offers and compensation packages in line with budget and support the coordination of induction
- Manage applications made via Seek or other channels and monitor candidates (successful and unsuccessful)
- Assist in the development of recruitment policies, procedures, and process improvement.
General HR & Compliance Management

• Provide timely and accurate P&C advice and guidance, inclusive of performance management matters to ensure minimal risk/exposure to the organisation – escalate matters as required
• Ensure knowledge of federal/state legislation is up-to-date and participate in the communication of changes to managers and staff
• Revise, develop and implement P&C policies and procedures in line with legislative and organisational requirements
• Maintain employee information and liaise with the external payroll provider to manage leave, adjustments, payments etc
• Assist with the performance planning and remuneration review processes on an annual basis. This is inclusive of managing professional development requirements for all employees
• Develop and review employee correspondence and letter templates ensure accuracy and completeness.
• Assist with the maintenance of accurate employee files and ensure employee files and filing is kept up to date and easily accessible

OH&S

• Assist with the reporting and control of any incidents or hazards, management of any worker’s compensation claims and return to work matters.
• Follow through on near misses, incidents, and injuries to ensure these are properly recorded and investigated by appropriate parties
• Assist the Office Manager with various safety and OH&S related assignments and training

Projects

• Drive/support the implementation of new initiatives and agreed projects such as new processes and policies
• Support the planning and implementation of a range of business initiatives and change programs
• Support the development and delivery of VCCC diversity and wellbeing initiatives

Other Requirements

• Work in accordance with VCCC policies, procedures and values
• Participate in the VCCC Performance Planning and Development Review processes
• Assist with other tasks/projects as reasonably required
• VCCC is a completely smoke free environment and expects all employees to respect this policy to the fullest degree and with a very mindful approach.

KEY SELECTION CRITERIA:

Skills & Experience

• Experience in a Human Resource generalist role or in Human Resource management ideally within a clinical/healthcare setting
• Experience in writing compliant and functional policies and procedures
• Experience in job design, remuneration and recruitment
• Experience in employee relations management and Award interpretation
• Experience in developing and delivering on Diversity initiatives
• The ability to identify, develop & implement projects and change plans in response to organisational needs and continuous improvement/best practice
• Effective negotiation, consultation and facilitation skills
• Problem solving skills which demonstrate the ability to develop value added solutions
• Excellent written & verbal communication skills
• High level of energy and enthusiasm to develop and deliver projects
• Full understanding of the Recruitment and Selection lifecycle and able to deliver within it

Desirable
• Change management experience / workforce design
• Experience with employment contracts and independent contractor contracts
• Understanding of health / cancer care sector

Qualifications
• Tertiary qualification in Human Resource Management or OD

The Person

Collaboration
• Excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external, at all levels
• A team player who shares knowledge and information and seeks contributions from others

Integrity
• Consistently follows through on commitments, is honest and has a high level of personal integrity
• Is considerate and mindful, treating others with dignity and respect

Creative
• Thinks laterally and pursues opportunities for improvement and innovation
• Taps into relevant people and resources to develop solutions to overcome potential barriers

Achievement
• A self-starter with the proven ability to work and deliver on multiple responsibilities by prioritising conflicting timeframes
• Outcomes focussed with pride taken in achieving quality results
• Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

Special Requirements
• Non-smoker
• Right to work in Australia
• Satisfactory completion of National Policy Check and Qualifications Check

EQUITY & INCLUSION:
The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.
The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy. All staff and contractors are required to comply with VCCC policies.

TERM:
The tenure of this role is linked to VCCC Strategic Research Plan. Potential opportunities for appointment beyond mid-2020 will be dependent on renewed funding and operational requirements.