
Mansfield District Hospital

Position Description

HUMAN RESOURCES MANAGER

Mansfield District Hospital

VALUES & EXPECTED BEHAVIOURS

The Mansfield District Hospital Values & Expected Behaviours are based on the *Application of Public Sector Standards, Fair and Reasonable Treatment Guidelines, Merit in Employment Guideline, Reasonable Avenue of Redress Guidelines and Code of Conduct for Victorian Public Sector Employees.*

We value our Staff and have faith that they will express a positive attitude by actively modelling and promoting our expected behaviours:

Quality

We believe in providing a high quality, effective and accessible health service that reflects best practice.

Behaviours to support value

- Seeking to achieve best use of resources
- Maintaining professionalism in all our interactions
- We will demonstrate openness and fairness when dealing with others
- Use our knowledge and skills to perform our duties to the best of our ability

Integrity

We believe it imperative to be open, honest, transparent and ethical in our decision-making and business transactions.

Behaviours to support value

- Providing frank, impartial and timely feedback to requests for information
- Identifying and encouraging best practice in our interactions with colleagues
- Seek to resolve conflict rapidly and constructively
- We will honour confidentiality
- We will treat people equally
- Actively implementing, promoting and supporting human rights
- Making decisions and providing advice on merit without bias, caprice, favouritism or self interest

Support

We believe in providing a respectful, safe, fair and equitable environment for our staff where scholarship is valued and professional development is advanced..

Behaviours to support value

- Being honest, open and transparent in our dealings with our colleagues
- Using powers responsibly
- Reporting improper or inappropriate conduct
- Identifying and avoiding conflicts of interest in our daily practice.
- We will treat others fairly and objectively considering all relevant facts and applying fair criteria
- Working to clear objectives in a transparent manner
- Our staff will ensure freedom from discrimination, harassment and bullying
- We will use our colleagues' views to improve outcomes on an ongoing basis.
- We will communicate courteously
- Discuss differences in a clear and calm manner
- Refrain from using behaviours that are abusive, intimidating and patronising

Sustainability

We believe in sustainable business and environmental practice.

Behaviours to support value

- Accepting responsibility for our decisions and actions
- Cultivating and maintaining relationships that support the goals of the organization
- Actively implementing, promoting and supporting our values

MANSFIELD DISTRICT HOSPITAL

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Human Resources Manager
Classification:	Manager & Administrative Worker Grade 4 HS4
Agreement:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Workers) Enterprise Agreement 2016-2020 or its successor
Hours of Work:	24 hours per week
Tenure:	Permanent part-time
Location:	The position may be required to work at any of the Hospital's locations.

2. JOB SUMMARY

The Human Resource Manager will play an integral role in the provision of high quality human resource and employee relations support services to the Executive team, managers, staff, and other stakeholders that will meet the ongoing workforce needs of the organization.

3. ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Operations
Internal Liaison:	Executive Officers Departmental Heads All Mansfield District Hospital employees
External Liaison:	VHIA MDH Salary Packaging provider Goulburn Valley Health Payroll Department Other Health Service Human Resource Departments

4. KEY ACCOUNTABILITIES

Position Accountabilities:

Human Resources

1. Review and update appropriate human resource policies, procedures and work instructions in line with current human resource practice.
2. Assist with recruitment and selection procedures, including the provision of advice and services to the Executive Team and line management.
3. Provide advice and assistance to employees, line managers and Executive across a range of employee matters including counselling, performance management, discipline and grievance procedures.
4. Undertake the responsibilities of Work Cover and Return To Work Coordinator including maintaining appropriate documentation and liaison with the organisation's WorkCover provider as required.
5. Assist in the development and implementation of long term workforce and associated management plans and their annual updating.
6. Train and coach line managers' competencies including recruitment and selection, Award/Agreement interpretation, performance management and employee counselling.
7. Generate reports from the HR Information Systems database and provide line managers with comprehensive reports, including but not limited to monthly reports on HR statistics, EFT, personal leave, leave credits, completed performance appraisals and WorkCover lost time.
8. Provide analysis of human resource statistics to the Executive Team, highlighting trends and recommendations for specific courses of action.
9. Undertake human resource filing and maintain confidential records on personnel files.
10. Ensure all fixed term employment contracts are monitored.

Industrial Relations

1. Review/interpret industrial agreement requirements and amendments, advising management of their likely impact on human resource practices and costs.
2. Advise management on appropriate classification levels and other related employment conditions.
3. Facilitate compliance by the organization with its obligations under the appropriate agreements in order to minimise the risk of industrial disputation.
4. Oversee training and compliance requirements for Contact Officers and Occupational Health & Safety representatives.

Quality & Safety

1. All staff have a direct responsibility to ensure the organisation provides safe and high quality health services. It is also the responsibility of all staff to develop and maintain a working knowledge of the National Safety and Quality Health Service Standards (NSQHSS), Common Community Care Standards and Aged Care Standards relevant to their position.

Occupational Health and Safety

Senior staff are responsible for ensuring that all staff provide a safe environment and maintain safe practices to ensure the safety of patients, visitors and fellow care providers. This responsibility extends to ensuring that all staff have received competency training in occupational health and safety matters.

Senior staff are also responsible for:

- making sure risk management activities are regularly undertaken in the workplace;
- making sure staff follow safe work procedures;
- responding to hazard reports from staff and implementing appropriate corrective action;
- reporting to management any OHS issues that cannot be solved at the middle management level;
- undertaking regular workplace inspections and seeing that corrective action is taken promptly;
- participating in incident/accident investigations and seeing that corrective action is taken promptly;
- monitoring the activities of contractors in the workplace to make sure they are working safely;
- helping identify OHS training needs of staff and seeing that they attend the training which is provided;
- participating in OHS consultation through staff meetings, contacts with OHS representatives and OHS committee members and contacts with individual staff;
- circulating relevant health and safety information to staff;
- participating in emergency procedure trials and helping evaluate the success of the trial;
- supporting staff who are involved in a return to work program; and
- reporting to management any matters which affect the health and safety of the work environment or the effective operation of the health and safety system.

5. KEY PERFORMANCE OBJECTIVES

1. Executive and line managers are assisted in ensuring human resources practices are up-to-date and complied with.
2. Generalist human resource management services are provided to the organization.
3. The organization adopts and applies effective and equitable Human Resources policies and practices which comply with statutory obligations and provide a safe working environment which encourages staff participation, innovation and development.
4. Knowledge of statutory and legislative requirements in the areas of human resource practice, industrial relations practice and occupational health and safety practice is maintained.
5. Interpersonal activities are undertaken in a manner which positively supports the organization and facilitates commitment to organisational values and standards by all staff.
6. OH&S responsibilities are met.

6. KEY SELECTION CRITERIA

Essential

Current Working with Children Check .

Qualifications

Diploma/Certificate in human resource management or related area or equivalent, significant experience.

Skills/Experience

- Demonstrated ability to develop positive working relationships with line managers and employees.
- Experience in a generalist Human Resources role.
- Working knowledge and the ability to interpret Industrial Awards and Agreements.
- Understanding of relevant legislation such as Fair Work Australia, Discrimination and Harassment, Equal Employment Opportunity, Occupational Health & Safety, etc.
- Experience with operational management of HR information systems and an understanding of payroll processing.
- Ability to coach line managers and counsel employees.
- Effective written and verbal communication skills.
- Demonstrated commitment to the organisation's values.

Desirable

- Formal post-graduate qualification in a human resource or related field.

7. PERFORMANCE REVIEW

A performance review as part of the orientation program will be conducted within 3 months of appointment. Performance reviews will then be conducted annually. The position description will form the basis for performance appraisal however specific key performance indicators may be developed in consultation with the supervisor. If performance does not meet expectations or additional staff development/guidance is required, additional performance review meetings will be arranged. The employee can request additional performance reviews at any time, in writing, to the supervisor.

8. OTHER CONDITIONS

- All hospital staff are required to have a pre-employment police check, which must be renewed every three years. It is organizational policy that staff who do not hold a current police check will be unable to be rostered for duty.

RISK ASSESSMENT – HUMAN RESOURCE OFFICER

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the hospital

Aspects of Normal Workplace	Frequency	Comments
<u>Work Environment</u> <ul style="list-style-type: none"> Clinical Area for the management of patients Administrative and office environments Training facilities and rooms Traveling or driving in cars 	Occasional Constant Constant Occasional	Assistance in emergencies only Core business activity Core business activity Involves driving for potential long periods
<u>Single beds for patients.</u> All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button.	Not applicable	
<u>Office area</u> for the completion of reports, computer operation, phone usage, handwriting. Fully adjustable ergonomic equipment is available.	Constant	One work area but may be required to assist in other areas
<u>Work Activity</u> Exposure to Substances. Hazardous substances are part of the hospital workplace (e.g. blood). Protective equipment and procedures are in place to prevent contact.	Occasional	May be required in emergency situations
<u>Patient Handling</u> A “No-Lift” programme is vigorously supported at Mansfield District Hospital. Daily mobility assessments are required as a minimum. Whenever patient lifting is required the appropriate equipment <u>must</u> be used <ul style="list-style-type: none"> Reaching and stretching (e.g. bed making) more than 30cm Bending forward (e.g. assisting with daily hygiene) Bending forward squatting, assisting with activities of daily living (e.g. dressing) 	Not applicable	
<u>Clerical work</u> Handwriting of reports. Telephone conversations, computer operation which may include data entry	Constant	Substantial self management over the duration of each episode
<u>OH&S Management</u> <ul style="list-style-type: none"> Participation in hazard information identification and improvement strategies Correct and safe use of all equipment Correct and safe use of all protective equipment Follow safe working procedures and systems 	Continual Continual Occasional Continual	Includes but not restricted to: <ul style="list-style-type: none"> Hazard Reports Electrical equipment Use of gloves Emergency procedures
<u>Work relationships</u> <ul style="list-style-type: none"> Professional interaction with medical, nursing and admin staff Interact with colleagues and other hospital staff Members of the public Patients and relatives 	Constant	Self management of stress related issues essential
<u>Training</u> <ul style="list-style-type: none"> Manual Handling Emergency Management CPR Attendance at seminars and conferences 	Not applicable Occasional Occasional Constant	May involve lifting 13kg fire extinguishers Involves bending over for short periods of time in emergency May involve sitting for extended periods of time

This document provides a summary of the role and duties of the position and forms the basis for periodic review of individual performance.

I have read and understood the requirements of the position outlined in this description.

Signed:
(Name)

Date: