

## Position Description

Position title	Human Resources Advisor
Department / Division	Human Resources, People and Culture
Classification	Grade 5 Year 1 (AO51) – Grade 5 Year 5 (AO55)
Position reports to	Human Resources Business Partner
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE PURPOSE</b>
<p>The role of People and Culture is to enable a positive experience and a safe place to our valued workforce. With a focus on building leader capability and confidence the Human Resources Advisor will be responsible for supporting allocated line managers and enabling an effective and positive HR experience. The role is responsible for the delivery of a professional, responsive, customer-focused in-house HR service to line managers. This role supports primarily managers but employees when required in the day-to-day coordination of HR activity relating to employee entitlements and procedures.</p>

<b>KEY ACCOUNTABILITIES</b>
<p>Advise &amp; Support</p> <ul style="list-style-type: none"> <li>Provide advice, guidance and support to line managers and employees in relation to a range of Human Resource (HR)</li> </ul>

processes in line with policy and procedures, remuneration frameworks, industrial awards and agreements and relevant legislation across the employee lifecycle.

- Role model, train, coach and support the HR Coordinators in the HR Services team.
- Manage all employee relations matters in conjunction with or as directed by the HR Partner. This includes, and is not limited to employee grievances, misconduct, injury management, workforce consultation and change management.
- Assist with HR project related activities such as annual employee engagement survey, Safe & Positive Workplace Behaviours, graduate recruitment and capability development.

#### Stakeholder Management

- Have a deep understanding of the client groups and their service requirement needs.
- Utilise well developed influencing skills to guide management decision making regarding human resource matters and ensure compliance with policy, procedure, Enterprise Agreements and relevant legislation.
- Respond to allocated stakeholder enquiries in a timely manner, seeking advice and guidance from HR Partner regarding complex staff related queries and award interpretations.

#### Administration, Reports, Payroll & Systems

- Liaise with payroll, managers and employees to ensure timely processing and resolution of pay related matters.
- Ensure that technologies (i.e. Human Resources Information Systems (HRIS), SAP, MyDNA, Success Factors and RCH Intranet) and accompanying resources are fully utilised in the context of manager and employee education and consistency in recruitment practice.
- Identify, address and implement administrative efficiencies.
- Monitor and manage employee related reports and liaise with managers to ensure such activities as contract end dates, working with Children Checks etc. are in line with organisational requirements.
- Maintain accurate and timely data entry and systems processing.
- Understand and manage the financial and budgetary implications of human resource related matters.
- Contribute to CEO performance reporting for respective Divisions and HR grievance & performance reporting.
- Participate in other Human Resources activities and projects from time to time.
- Identify opportunities for improving HR processes and work with the HR team to implement these.

#### Recruitment

- Manage end to end recruitment related activity including internal and external job advertising; contract preparation, new starter paperwork and variations for current employees.
- Provide high level advice and support to managers on recruitment related matters as required. With the support of HR Services, oversee the end to end recruitment process.
- Act as HR Lead for project based recruitment activities such as graduate recruitment programs and career expos.
- Provide support to or conduct credentialing checks and maintenance.
- Attend classification committee and any other committees as required for the relevant craft group. Prepare relevant papers for committee groups, where required.
- Work with RCH's external immigration firm to manage visa nominations in liaison with managers, overseas applicants and Department of Home Affairs and monitor the status of current employees on temporary visas.
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### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- Tertiary qualifications in a related field along and/or relevant industry experience.
- Demonstrated experience as a Human Resource practitioner of greater than 4 years having performed employment services related activities.

#### Desirable:

- Demonstrated experience using Microsoft suite of programs, HRIS (HR Information Systems), SAP Payroll, SuccessFactors recruitment system (or similar e-recruit system).
- Health industry experience and/or understanding of Health industry awards and agreements.

#### KEY SELECTION CRITERIA

- Proven experience in the provision of Human Resource related advice, guidance and support to managers and employees throughout an organisation.
- Strong influencing skills with the ability to steer management decision making with regards to human resources matters.
- Demonstrated ability to interpret and apply relevant legislation, policies and procedures to the delivery of human resource services.
- Excellent verbal and written communication, interpersonal and stakeholder management skills.
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise.
- Demonstrated ability to foresee the interrelated implications and consequences of actions, on other related processes, functions and teams.
- Demonstrated experience in managing confidential and sensitive information.
- Excellence in customer service with strong results orientation.
- Ability to work independently as well as collaboratively as part of a team.
- Strong attention to detail and ability to work to strict deadlines whilst managing conflicting priorities.

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right

- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

April 2025