

Position description

Position title	Human Resources Business Partner
Department / Division	Human Resources, People & Culture
Classification	AO8 (A081 – A085)
Position reports to	Director, Human Resources
No. of direct & indirect reports	HR Partner may have 1 or 2 direct reports as HR Advisors
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

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</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 https://www.rch.org.au/quality/child-safety/.</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 www.rch.org.au</p>

ROLE PURPOSE
<p>Supporting a client group at the Royal Children's Hospital (RCH), this human resource generalist role provides high-level support to managers and staff through the provision of multi-faceted human resource services, advice and professional expertise. The HR BP is a valued and trusted advisor who contributes to the success of the RCH through inciteful contribution, advice and coaching that lifts leadership capability and confidence. Reporting to the Director Human Resources, this role is a senior member of the Human Resources Team, contributing to the function through broader HR Policy and planning and undertaking organisation-wide projects within the RCH People & Culture strategy.</p>

KEY ACCOUNTABILITIES

Operational

- Contribute to the leadership of the client portfolio group, building leadership capability and confidence.
- Bring flexible thinking to offer practical solutions which balance good governance with timely outcomes.
- Provide advice, guidance and support to management and staff on all facets of the Human Resources function including but not limited to: Change Management, Workplace Relations and employee case management, Organisation structure and design, Performance Planning and Development, People Matter Survey response/action planning, Team Development workshops, Classification Management, Workforce Planning and attraction, HR Policies, Enterprise Agreement implementation, Implementation of Department of Health initiatives such as pandemic responses, Diversity, Inclusion and Belonging
- Coach, mentor and develop managers in enhancing their people management skills.
- Undertake data analysis and report preparation on behalf of the Director.

People Management

- In relation to HR Advisor/s under management plus indirect team members in the HR Services Team
- Engage staff and provide guidance and performance feedback to team, including conducting annual performance development and planning
- Organise and lead regular team meetings
- Oversee training and development needs of staff
- In relation to broader People and Culture Division, act as a collaborative colleague, share knowledge and support others in overall team objectives. Contribute to a culture that encourages positive working relationships, a safe workplace, financial responsibility, innovation and productivity improvement

Strategic planning & improvement

- Working with management and staff, understand the business of client groups and organisation, including strategic and business plans, to ensure advice and support provided is value creating.
- Provide high-level support and guidance to managers in the planning and implementation of department restructures/realignments and change management, ensuring they are in line with HR change principles and frameworks
- Identify opportunities for improvement in HR processes, procedures and policies, developing solutions and implementation strategies alongside colleagues and management.
- Provide leadership, support and direction to client group HR Advisor/s.

Leadership

- Establish and maintain effective relationships with internal and external stakeholders
- Provide excellent levels of customer service and response
- Provide input into the procedures and practices that support the provision of service excellence and skills transfer to managers
- Maintain a high level of professionalism and competence
- Keep professional knowledge up to date including monitoring legislative developments
- Model and promote the RCH Values and Compact
- Create an environment of continuous improvement
- Meet all organisational timelines and employee obligations eg mandatory training, safe working, audit requirements.
- Other duties as directed consistent with the employee's skill level and classification

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualifications in a related field and/or relevant industry experience
- Proven experience over 4 – 5 years as a Human Resource Business Partner, providing advice, coaching and mentoring to senior and line managers
- Strong knowledge and experience advising on current employment legislation and confidence to advise on a broad range of ER/IR issues

Desirable

- Experience in a large complex public sector setting, ideally in a hospital or healthcare setting
- Change management experience
- Experience working with providers and stakeholders in a HR context, including recruitment agents, union representatives, Fair Work Commission, auditors

KEY SELECTION CRITERIA

- Demonstrated experience in the provision of high-level, contemporary HR advice, guidance and support to Executives, managers and staff (preferably in a health services environment)
- Demonstrated successful experience in coaching managers which has led to increased leader skill and confidence
- Demonstrated ability to operate as a self-motivated HR generalist in a fast-paced challenging operational environment
- A demonstrated ability to build and maintain strong working relationships with a range of internal and external stakeholders
- Highly developed organising and planning skills with the agility to change priorities accordingly
- Strong, conflict resolution, investigation, negotiation and persuasion skills
- Highly resilient to accommodate a fast pace and multiple 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, all members of the LGBTIQI community and people with disability.

Position description last updated

September 2025