

<b>Position title</b>	Program Leader Human Resources		
<b>Position holder</b>	Vacant		
<b>Program</b>	Corporate Services		
<b>Funded by</b>	Grampians Community Health		
<b>Based at location</b>	Horsham		
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Manager Corporate Services</li> <li>• General Manager Systems and Engagement</li> <li>• Chief Executive Officer</li> </ul>		
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>• Human Resources staff</li> <li>• Volunteer Development Officer</li> </ul>		
<b>Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employee Multiple Enterprise Agreement 2022		
<b>Classification</b>	SACS 6.1		
<b>Hourly rate</b>	\$51.90	<b>Annual</b>	\$102,554 (full time)
<b>Status</b>	Full time or part time by negotiation		
<b>Hours per week</b>	38 or as negotiated		
<b>PD last updated and approved by CEO</b>	September 2023		

### Position summary

The Program Leader Human Resources is responsible for providing effective operational management and leadership to staff as they provide Human Resources services to Grampians Community Health.

The position provides human resource coordination, leadership, subject expertise, advice and support to all programs, leadership group, staff and volunteers.

As a key member of the leadership team, the Program Leader Human Resources is part of a cohort committed to developing a company culture focussed on excellence in service standards, continuous improvement and quality assurance.

The position will contribute to achieving the vision, goals and values articulated in the organisation's strategic plan.

This position will require travel between GCH sites.

### Key responsibilities

#### Operational

1. Provide an effective and responsive human resources service, support, advice and assistance to the organisation guided by human resources best practice.
2. Ensure human resources processes are compliant with industrial relations and legislative requirements.
3. Assist leadership group with recruitment and termination processes.
4. Provide the necessary support required to enable Human Resources staff to perform their roles including monthly supervision, and ensure staff are engaged in supervision and support to students as required.

## **Governance**

5. Provide accurate and timely reports to meet regular and strategic organisational requirements, funding body requirements and legal obligations.
6. Review systems and practices for operational efficiency and continuous quality improvement.
7. Provide timely advice and recommendations to Manager Corporate Services on current and emerging issues, program needs and resource requirements.

## **Financial**

8. Work collaboratively with the Manager Corporate Services to ensure program/s operate within budget allocation.

## **Other**

9. Identify opportunities for volunteer and student program growth.
10. Provide supervision and support to students as required.
11. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.

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## **Key selection criteria**

### **Qualifications**

- Relevant tertiary qualifications preferred or significant business administration/human resources experience.

### **Mandatory:**

- Proven industry experience of two years in Human Resources coordination or management.

### **Desirable**

- Demonstrated understanding of industrial relations and legislative requirements.
- Demonstrated experience as a leader within a human resource team in a health and welfare organisation and working with multi-disciplinary programs.
- Knowledge of community health service programs, functions and budgetary obligations, particularly in relation to human resources, volunteer and student programs.

### **Demonstrated skills and experience:**

- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

### **Licences and registrations**

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Employee Working with Children Check

### **Personal attributes**

- Empowering
- Professional
- Inclusive
- Courageous
- Compassionate

## Conditions of employment

This position is ongoing and is subject to the successful completion of a six-month probationary period.

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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## Required training

- MARAM Brief and Intermediate.
  - Sentrient online learning management system courses as required.
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## Employee acceptance of position:

Employee signature

Vacant

Date

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