



## Northern District Community Health

*"Healthy, empowered and connected people in our rural communities."*

### POSITION DESCRIPTION

Private & Confidential

<b>Position:</b>	People & Culture Officer
<b>Staff Member:</b>	Vacant
<b>Location:</b>	Kerang and other NDCH sites as required.
<b>Job Status:</b>	Permanent Part Time
<b>Award:</b>	Health and Allied Services-Managers and Administrative Workers-Victorian Stand-Alone Community Health Services Multi-Employer Enterprise Agreement-2022-2026
<b>Classification:</b>	HS2
<b>Hours per fortnight:</b>	64 hours
<b>Conditions:</b>	Conditional on Funding.
<b>Position Created:</b>	September 2023
<b>Last Review:</b>	
<b>Next Scheduled Review:</b>	June 2024

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**Document Title:** People & Culture Officer

**Reviewed by:**

**Version:** 2023    **Effective Date:**

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Line of Management:	
<b>Reports To:</b>	Chief Executive Officer GM – Corporate Services TL – People & Culture
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	GM – Community Health GM – Community Care Business Leader Finance Officer Quality Governance Leader Team Leaders All NDCH Staff
Education, Qualifications & Experience:	
	<ul style="list-style-type: none"> <li>• To possess a high level of administration, financial management, payroll management, computer, and record keeping skills with the ability to deal effectively with staff and the public.</li> <li>• Experience with computer-based payroll and human resource systems.</li> <li>• Understanding of award and enterprise bargaining agreements processes.</li> <li>• Ability to interpret award and enterprise bargaining agreements.</li> <li>• Relevant Human Resources qualifications and/or lesser formal qualifications with work skills and significant relevant experience.</li> <li>• Experience in an appropriate discipline relevant to the areas of responsibility.</li> </ul>
Key Selection Criteria:	
	<ul style="list-style-type: none"> <li>• Demonstrated ability to work independently and as a member of an inter-disciplinary team.</li> <li>• To provide high-quality, efficient, and timely information to staff when required.</li> <li>• Excellent communication skills – written (including ICT), verbal and presentation.</li> <li>• To display sound organisational skills and the ability to manage varying demands while ensuring deadlines are met.</li> <li>• Experience and skill in quality governance, continuous quality improvement, risk management, auditing, self-assessment and accreditation against health state and federal guidelines and standards.</li> <li>• Experience and skill in policy review and development.</li> <li>• Good organisational and time management skills are essential to manage time, prioritise, organise and plan own work.</li> <li>• Must have good verbal communication skills and the ability to gain co-operation and assistance from staff in line with NDCH Culture.</li> <li>• To have well developed organisational and communication skills and to function at all times with tact and diplomacy.</li> </ul>

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- An awareness and sensitivity to needs and understanding of staff, clients, and general community.
- Initiative and self-motivation are essential skills in this role.
- An enthusiastic and empathetic approach to people.
- Demonstrated ability to provide and maintain a courteous and professional service to all individuals and groups using NDCH at all times.
- To display sound organisational skills through efficient time management and professional responsibility.
- Demonstrate an ability to prioritise workload appropriately.

#### **Purpose of this Position:**

The People & Culture Officer is to provide efficient and effective support to the People and Culture Department.

Assisting in areas employee file related administration in keeping with NDCH Policies and procedures, The Delegation of Authority, and Best Practice.

#### **Responsibilities Specific to this Position:**

##### **Human Resources**

- Employee lifecycle administration.
  - a. Creating new employee files in HRIS.
  - b. Prepare orientation schedules.
  - c. Verification Checks/ compliance documentation.
  - d. Preparation of termination paperwork e.g., termination letters and final payroll data.
  - e. Schedule interviews.
  - f. Assist in administering the annual review Process and maintenance of Position Descriptions under the direction of NDCH Executive team.
- IT System Maintenance.
  - a. Set up and terminate employees in HRIS & Payroll software.
  - b. Load new starter paperwork to HRIS.

**Document Title:** People & Culture Officer

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**Version:** 2023    **Effective Date:**

**Next Review Date:** June 2024

- Set up and maintain employee files.
  - a. Set up New Starter Files.
  - b. Maintain all ongoing correspondence is recorded on employee file.
  - c. Ensure that all new documents are verified i.e. police checks, registration, and visas.
  - d. File all termination paperwork appropriately.
  - e. Complete employee file audits
  - f. Assist with the orientation of staff.
- Manage e-learning with learning data base.
  - a. Enter external training records as required.
  - b. Maintain an up-to-date database of training complete along with training feedback data base.
  - c. Produce overdue training reports for Manager.
- Assist with Recognition and rewards and years of service.

#### **Payroll**

- a. Monitor timecards.
- b. Assisting process pay runs within recognised time frames.
- c. Reconcile salary packaging accounts and liaise with external provider.
- d. Assist with the end of financial year payroll processing.
- e. Answering staff queries
- f. Assist in the calculation of termination payouts.
- g. Attend meeting with VHIA meetings.
- h. Assist in Calculating and processing annual pay increases, steps, and staff letters.
- i. Assist in the calculation of transferrable leave values under LSL portability scheme.

The above is meant to describe the general nature and level of work being performed, it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

#### **Organisational Responsibilities:**

- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy, the Charter of Human Rights, and the United Nation's Convention on the Rights of the Child.

**Document Title:** People & Culture Officer

**Reviewed by:**

**Version:** 2023    **Effective Date:**

**Next Review Date:** June 2024

- To always work within the NDCH culture, encouraging and supporting other staff to do so as well.
- To comply with NDCH Codes of Professional Conduct & Ethics.
- To actively participate, as part of an inter-disciplinary team, in a cooperative manner to enhance the team functioning including in Team Meetings.
- To work within a continuous quality improvement framework and support the agency's quality review processes, including internal systems auditing.
- To participate in annual professional development, including review of position description.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety through effective leadership, and to always perform duties of this role within those standards.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, as well as NDCH's vision, mission, and values.
- Be supportive of the broader NDCH team and encourage problem solving when issues arise within the culture of NDCH.
- Maintain a congenial, respectful working relationship with all colleagues as per the NDCH culture.
- If you disagree with Management on work-related policy, direction, or activities, discuss your concern with your Team Leader in an appropriate setting.
- Contribute as a member of a multidisciplinary group to the success of your team.
- Attend meetings and contribute to decision making and problem solving.
- Inform your Team Leader of emerging issues that relate to you and your team's role function, advising them of your management of caseloads and job tasks towards achieving program targets.
- Provide reports and documentation to your Team Leader as requested.
- To perform any other duties as delegated by Management or Team Leader as relevant to your position and scope of practice.

#### **Health, Safety & Wellbeing:**

- All NDCH staff have a responsibility to ensure their conduct and behaviour towards clients, protects the client's safety and wellbeing at all times.
- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the workplace.
- NDCH is an equal opportunity employer. NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- All NDCH sites are smoke free workplaces.
- NDCH promotes respectful relationships and gender equality within the workplace and in our communities.

**Document Title:** People & Culture Officer

**Reviewed by:**

**Version:** 2023    **Effective Date:**

**Next Review Date:** June 2024

- NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children, and women, and takes an active role within the workplace and the community to promote this stance.

#### **Mandatory Checks & Training:**

##### **COVID-19 Vaccination Status**

NDCH strongly recommends that employees are fully vaccinated and boosted against COVID -19.

##### **Drivers Licence**

All staff are required to have and maintain a valid driver's licence. Any conditions on your licence should be indicated in your application. Any change to the conditions of your driver's licence whilst employed must be communicated to Management as soon as possible.

##### **National Police Check:**

Appointment and ongoing employment is subject to a satisfactory National Police Check and recurring every 3 years. This is mandatory for all Employees.

All personnel of NDCH are required to notify Management as soon as possible of any criminal conviction within Australia or overseas.

##### **International Police Check:**

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regard to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

##### **Working with Children Check (WWCC):**

It is a requirement of NDCH that all employees undergo a Working with Children Check in accordance with the Working with Children Act 2005 (amended 2016).

##### **Child Safe Standards Training**

All staff are required to undertake the Child Safe online module with the Centre for Excellence in Child and Family Welfare to gain the knowledge and skills necessary to embed the child safe standards into their practice. This will be undertaken after commencement in your role with update opportunities made available.

##### **Family Violence Training**

NDCH provides training opportunities for staff under the Strengthening Hospital Responses to Family Violence and, for those staff who work 1:1 with clients, Child (CISS) and Family Violence Information Sharing (FVISS) Schemes.

##### **NDIS & Aged Care**

All staff working in disability and/or aged care services are required to sign their commitment to work within the Aged Care Quality & Safety Commission Code of Conduct and/or NDIS Quality & Safeguards Commission Code of Conduct, even if their role does not require them to provide specific supports.

**Document Title:** People & Culture Officer

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Those staff working in specific disability services (NDIS) are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.		
<b>Signed in Acknowledgement:</b>		
<b>Employee:</b>		/ /20
<b>Manager:</b>		/ /20