

POSITION DESCRIPTION

Human Resources Business Partner

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Working in close partnership with management, the Human Resource Business Partner (HRBP) will play a key role in building an engaged and sustainable workforce, embedding a values-based culture, driving compliance and leading change.

With a strong customer service focus, the HRBP will provide a welcoming first point of contact for managers, staff, job-seekers and other stakeholders seeking support with HR matters including employee relations, recruitment, injury management, industrial relations and people management coaching.

Position Details	
Position Title:	Human Resources Business Partner (HRBP)
Department	People and Culture
Reports to:	Human Resources Manager
Positions Reporting to this role:	Nil
Budget:	\$0
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers 2021-2025
Position Classification:	HS3-HS4 (commensurate with skills & experience)
Position Description last reviewed:	May 2026

Key Accountabilities
Acts as a single point of contact for the employees and managers in relevant business units, for HR matters such as recruitment, on-boarding, performance management, injury management and return to work, industrial relations and employee complaint resolution.
Proactively support the delivery of HR processes in partnership with managers, providing best practice advice on the application of relevant industrial instruments
Support managers to advertise vacant positions, coordinate applications and support the selection process in line with ERH policy and procedure
Liaise and build relationships with internal and external stakeholders
Deliver key organization-wide outcomes related to HR projects
Participates in and lead continuous improvement projects as identified by the team
Contribute to the collection, assessment and management of monthly HR metrics
Provide support to the Return to Work Coordinator to ensure compliance and effective injury management strategies
Together with the HR Manager, respond to legal and fairwork complaints and requests for information
Drive employee engagement, culture and wellbeing initiatives across the organisation





Organisational Responsibilities
Positively promote ERH within and externally to the organisation

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Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
CEO and Executive	Workcover and insurers
Payroll department	Legal professionals
Department heads	Unions
Entire P&C Department	Recruitment agencies
All ERH Staff	VHIA and VMIA representatives

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Selection Criteria
Essential:
Qualifications: <ul style="list-style-type: none">• Cert IV Human Resources or equivalent qualification and/or experience
Minimum of 2-3 years' experience in generalist role
Strong communication with the ability to build and maintain trusted relationships and manage conflict respectfully
Experience in developing and planning new initiatives including the skill of collaboration
Ability to transfer knowledge and build skill sets within the HR team and managers
A sound understanding of award interpretation, governance and employment law
Ability to develop HR policies, procedures and templates that will drive consistent practices and be contemporary in design
A sound understanding of the principles of diversity
Ability to manage multiple projects and tasks at one time, work independently in a coordinated and proactive manner
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
Desirable:
Qualifications: <ul style="list-style-type: none">• Return to work Coordinator• Cert IV OHS
Understanding of strategic planning

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File