POSITION DESCRIPTION

Human Resources Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Responsible for overseeing the Human Resources function within the People and Culture department, the HR manager will provide mentoring and leadership to build capability and capacity that responds to the needs of the organisation. This role will be pivotal in helping to achieve ERH strategic goals through collaboration, implementing new initiatives and leading change.

Position Details	
Position Title:	HR Manager
Department	People and Culture
Reports to:	Executive Director People and Culture
Positions Reporting to this role:	1 x Senior HR BP, 2 x HR BP, 1 x HR System Specialist, 1 x HR Administrator
Budget:	$0
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (2025-27)
Position Classification:	HS6
Position Description last reviewed:	October 2026

Key Accountabilities
Identify and implement initiatives to drive improvements, efficiencies and customer service
Mentor and support the development of entry level HR Coordinators in a structured approach
Monitor HR metrics and develop strategies to improve where applicable
Provide leadership to the HR team on items such as EBA interpretation, data metrics, best practice, injury management, payroll integration
Ensure policies and procedures reflect current practice and legislation, remaining contemporary
Support the improvement project implementation of Success Factors
Managing Enterprise Agreement obligations, including industrial action requirements, VHIA compliance and union engagement
Partner with stakeholders to develop workforce plans in alignment with the ERH clinical services plan, existing challenges and opportunities
Take responsibility for the majority of grievance complaints and complex issues involving mediation
Provide leadership direction in line with the ERH capability framework

Human Resources Manager

Organisational Responsibilities
Positively promote ERH within and externally to the organisation
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**
Executive and management	Unions
All staff	Legal Professionals
Payroll team	Recruitment Consultants
Education team	
Medical Workforce Unit	

Human Resources Manager

Selection Criteria
Essential:
Qualifications: • Degree in Human Resources or Business Management
Extensive experience in generalist HR duties
Demonstrated ability to deliver improvement initiatives and projects that require planning, collaboration and broad stakeholder engagement
A strong customer service focus and approach
Demonstrated ability to communicate professionally, respectfully and with clear messaging both verbally and in writing
A sound understanding of good governance, together with sound operational planning, reporting writing and administrative skills
Exceptional interpersonal skills to positively build effective working relationship and drive engagement across the team and organisation
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
Desirable:
Qualifications: • Diploma Human Resources (or working towards) • Cert IV OHS • Rehabilitation Co-ordinator
Experience in a management/leadership role
Experience in strategic planning

Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

Category	**Descriptors**	Foundation	Proficient	Advanced	Highly Advanced
Collaboration	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
Accountability	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
Respect	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates		✓		

	direction				
	Empowers others		✓		
	Respectfully influences				✓
Excellence	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader				✓

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