



Position Description

Position Title	P&C Business Partner - ER / IR
Division / Team	People & Culture / Corporate Services
Reports to	Senior Manager People & Culture
Agreement / Award	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
Classification	Grade 4
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	March 2026

About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles

Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

Values

Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement

Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary

The P&C Business Partner - IR/ER oversees the Employee and Industrial Relations matters for the organisation. The role works across the P&C team to provide expert ER/IR and policy advice, including Business Partnering to department managers and team leaders. The main areas of responsibility include Industrial Relations – award interpretation, legislative compliance, policy development and renewal. The role is also responsible for employee relations and case management. With the support of a P&C Advisor, also oversees Workcover administration. This role reports directly to the Senior Manager People & Culture to provide expert advice across all areas of the employee life cycle.

Principal areas of responsibility**Employee Relations (ER) and Industrial Relations (IR)**

- Provide expert advice to managers and supervisors on employee relations, policies, and general P&C matters.
- Regularly partner with managers to discuss IR/ER matters and provide advice on best steps for managing performance, compliance, conduct and fit for work matters
- Prepare relevant IR/ER letters and correspondence
- Support the P&C Advisor in processing Workcover claims and supervising the BCH RTW Coordinator function.
- Support the development of best practice manager guides around managing performance and industrial relations requirements
- Interpret and advise on employee terms and conditions, liaising with VHIA and the Senior Manager People & Culture as required
- Escalate complex ER/IR matters to the Senior Manager P&C
- Ensure compliance with all relevant legislation, awards, and enterprise agreements
- Review employment contracts and variations before they are issued
- Coordinate and support ongoing IR audits
- In conjunction with managers, review position descriptions and classifications in line with the relevant employment Agreements
- Attend industry specific P&C meetings (i.e monthly VHIA CHC meetings) and subscribe to relevant industry websites (i.e Fair Work, VHIA) to ensure BCH is staying in line with best practice
- Collaborate with the P&C team to ensure personnel records remain up to date, accurate, and compliant (e.g., file maintenance, archiving, WWC validity, qualifications).
- Contribute to the review and development of relevant P&C policies and procedures as required ensuring compliance with legislation and alignment with best practices.

General

- Maintain accurate and confidential employee records, both electronically and in hard copy, in line with privacy legislation.
 - Prepare and contribute to People & Culture reports as required including the annual WGEA report
 - Be part of a multi-disciplinary team and assist with workload overflow and backfill during periods of leave.
 - Undertake project work as required by the Senior Manager P&C
 - Work with the P&C team on continuous improvement of P&C processes and procedures
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Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board.
 - Continuing education to keep abreast of changes.
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
 - Participate in compulsory BCH training programs
 - Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities.
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Qualification and Immunisation requirements

- Tertiary Qualification in Human Resources, Business, Psychology or equivalent, would be highly desirable.
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Key Selection Criteria**1. Experience:**

- Relevant experience in one or more Human Resources disciplines consistent with the areas of responsibility.
- Proven ability to take ownership for the efficient preparation of complex, sensitive and confidential material and ensuring highest levels of accuracy and integrity at all times.

2. Interpersonal Skills:

- A passion for inter-departmental collaboration and proven ability to display and role model effective teamwork behaviours.
- Well-developed and effective interpersonal skills, including the capacity to deal with a wide variety of individuals and the ability to successfully manage difficult situations.
- A coaching mindset to support both the P&C team and Leaders across BCH.
- Energetic and flexible approach to work tasks with an ability to multitask and operate within a dynamic team.

3. Written Communication:

- Effective written communication skills which are clear and concise.

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems.
- A good ability to use data, legislation and HR best practice to form presentations and Business Cases to the Leadership team.

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines, while maintaining high attention to detail.
- Excellent organisational skills and demonstrated competence in maintaining the highest levels of confidentiality at all times.
- Proven ability to use initiative to solve problems

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work.
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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