

HUMAN RESOURCES MANAGER - VICTORIA

Role description

Role title	Human Resources Manager, Victoria	EAO00391
Reports to	Director Corporate Services, Victoria	
Classification	VPS Grade 6	
Salary	\$90,789 - \$121,495	
Location	AHPRA Victoria State Office - 111 Bourke Street Melbourne	
Date	July 2010	
Closing Date for Applications	11 August 2010	

Organisational context

The Australian Health Practitioner Regulation Agency (AHPRA) is a new national agency established to improve the quality and safety of Australia's health services through a modernised national regulatory system for health professionals. AHPRA commenced operations on 1 July 2010.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a national office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the national boards for each profession covered by the scheme, and the State and Territory boards and committees established by the national boards.

The services provided by AHPRA to the National Boards employ best practice approaches to regulation and cover registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

The ten health professions included in the scheme from operational commencement on 1 July 2010 are:

• Chiropractic	• Osteopathy
• Dental	• Pharmacy
• Medical	• Physiotherapy
• Nursing and midwifery	• Podiatry, and
• Optometry	• Psychology.

The new scheme enables health professionals to register once to work throughout Australia, reduces red tape, improves safeguards for the public and promotes a flexible, responsive and sustainable health workforce.

The Victorian State office of AHPRA employs over 120 staff in three departments – registrations, notifications and corporate services

The job

The Human Resources Manager will be required to:

1. Manage the human resources function in the Victorian State office of AHPRA ensuring sound human resource management practices are adopted and all activities and processes are conducted in accordance with legislative and policy frameworks and are consistent with AHPRA's requirements, policies and procedures.
2. Provide strategic and operational leadership on human resources functions in the State encompassing recruitment and selection, organisation development, staff induction, learning and development, occupational health and safety, human resources information systems
3. Provide advice and guidance to management and staff on legislative and policy frameworks and systems relating to all aspects of the human resources functions and offer a wide range of contemporary HR solutions and sound recommendations to the executive management team in relation to issues that arise.
4. Develop, review and in concert with the National HR area, implement policies and procedures to improve human resource management within AHPRA.
5. Review recruitment and selection processes to ensure legislative and policy compliance, referring recommendations to the State Manager for decision.
6. Manage the State Office's establishment records, conduct exit interviews and undertake workforce statistical and trend analysis and provide reports to management.
7. Manage the State Office's induction program.
8. Manage and monitor the State Office's performance management system and provide support to managers and supervisors in ensuring timely performance reviews are undertaken and diminished performance is effectively managed.
9. Manage grievance, discipline and dismissal processes and provide support to managers and supervisors.
10. Manage the organisational development and training function including identifying training needs, reviewing individual training plans and developing the State Office Training Plan for cost effective training delivery.
11. Establish and maintain an appropriate network of Contact Officers.
12. Manage the Human Resources Team member/s by actively coaching, developing and supervising team members utilising performance management and development processes.
13. Perform other duties as assigned by the Director, Corporate Services.

Key Selection Criteria

This role requires experience in all aspects of general HR management. Our ideal applicant will be someone who will have:

1. Sound knowledge of contemporary human resource management principles and practices, and relevant legislation, standards and Awards.
2. Experience in working with new organisations and organisations undertaking a large change-management initiative

3. Well developed interpersonal, consulting and negotiating skills including the ability to liaise and provide advice to management and staff on human resource issues.
4. Well developed knowledge and ability in payroll, leave and recruitment activities, together with a working knowledge of a computerised human resource management system.
5. Well developed management skills and a proven ability in problem resolution, together with the development and implementation of alternative solutions.
6. Demonstrated ability to effectively research and undertake projects aimed at improving systems, processes and procedures relevant to human resource management.