



POSITION DESCRIPTION

Position Title	Strategic Senior HR Business Partner, Victorian Institute of Forensic Medicine		
Department / Service	HR – Partnering with Medical Services		
Position Number	n/a	Classification / Grade	Contractor
Employment Status	Fixed-Term	Engagement Status	Full Time
Position reports to	Chief People Officer		
Date Reviewed	17 th April 2024		

Context

The Victorian Institute of Forensic Medicine (VIFM) is an independent statutory authority governed by the *Victorian Institute of Forensic Medicine Act 1985* (the VIFM Act). It is part of the Justice portfolio of the Victorian Government. At the VIFM we:

- provide independent, quality forensic medical and scientific services to support families, the community and the justice system; and
- undertake research and teaching to expand and share our knowledge and we do these things by valuing our people and engaging with our partners.

This position will report to the Chief People Officer and provide strategic HR Business Partnering to the Chief Medical officer and Medical Services Division of VIFM.

Role Description

The Strategic Senior HR Business Partner plays a pivotal role in partnering with the Medical Services division at VIFM by forging strategic partnerships with the business unit and developing a team to enhance, optimize, and elevate the organizational capability. The key focus being on achieving predefined business outcomes under the HR strategic plan and developing and imbedding an inclusive culture of collaboration.

As a leader in the HR team, the Strategic Senior Business Partner leads by delivering strategic course of action, drawing upon a deep understanding of the employee lifecycle, people experience, partnering, industrial relations, recruitment, retention, talent and learning.

The role proactively seeks innovative opportunities to enhance performance through the development and imbedding of core Human Resource frameworks, programs and projects. The Strategic Senior Business Partner champions safety practices across the organization, fostering a culture prioritizing the well-being of all employees and promoting a secure and healthy working environment.

Responsible for partnering with the Chief Medical officer, executive leader of the Medical services Division, the role reports to the Chief People Officer, ensuring seamless integration and alignment of HR across all areas.

Key Working Relationships

The Strategic Senior Business Partner will work closely with the CPO and CMO imbedding optimal HR outcomes for VIFM.

They will partner with and provide advice to department heads and other team members within the medical Services Division.

The incumbent will engage with medical Services stakeholders from across the organization to imbed core HR strategies and frameworks and build key relationships.

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Additionally, the role will establish and maintain relationships with a diverse range of external stakeholders, including but not limited to:

- unions
- general public
- state government departments and agencies
- contractors and consultants.

Key Responsibilities

Collaborate with senior leadership in Medical Services to communicate and imbed Strategic HR plans, ensuring alignment with VIFM HR Plan.

Including but not limited to:

- business partnering
- Industrial relations
- talent acquisition
- training and development
- workforce planning
- culture
- ethical standards

Implement processes across Medical Services to enhance planning, delivery, risk management, and governance.

Lead by example, promoting High Performance Principles and upholding governance and compliance standards.

Drive performance management, employee development, succession planning, and workforce planning processes Medical Services.

Foster a culture of safety, well-being, and respect in the work environment, prioritizing employee care and organizational values.

Work with senior medical leadership to foster a culture of work ethic consistent with safe, effective, and high quality service delivery

Demonstrate innovative problem-solving and foresight in addressing complex HR challenges.

Collaborate with the Chief People Officer to establish robust processes for managing human resource activities in accordance with legislative requirements.

Lead initiatives to increase employee engagement and improve organizational culture, fostering motivation, recognition, and empowerment.

Develop and monitor compensation and benefits for Medical Services to remain competitive and compliant with legislation.

Implement effective controls and safe work practices and optimise polices and processes to mitigate risk and ensure compliance with people-related policies, industrial laws and workplace safety legislation.

Monitor and deliver service levels that meet current and future organizational needs, while adhering to legislative requirements and industry best practices.

Work with senior health leadership to monitor HR risks and proactively address them

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Key Outcomes

Transformational leadership: Drive cultural shift within the organisation through innovative approaches to people management fostering a culture of collaboration, continuous improvement and accountability.

Strategic Partnerships: Establish strategic partnerships both internally and externally to align HR initiatives with organisational objectives ensuring optimal service delivery and stakeholder satisfaction.

Talent optimisation: Implement strategies for talent acquisition development, and retention ensuring VIFM attracts, retains and develops top talent whilst fostering a diverse and inclusive workplace.

Compliance and Risk Management: Ensure compliance with relevant legislation, policies and best practices whilst proactively managing risks associated with people related matters, safeguarding the organisations reputation and legal standing.

Reporting: Monitor, evaluate and report on Business Unit performance and provide analytical insights that contribute to operational efficiency and regulatory compliance.

Selection Criteria

- Minimum 5 years' in senior leadership experience in a Human Resources discipline within public or private sector
- Proven experience in driving cultural transformation and change management
- Strong knowledge of industrial relations and HR best practice
- Strategic thinker with demonstrated ability to develop and execute business strategy
- Track record in uplifting capability and performance through organisational development, policies, systems and processes
- Proven leadership ability to motivate and supervise staff
- Advanced communication and negotiation skills in relation to change management, conflict resolution and mediation with the ability to provide leadership to staff
- Effective problem-solving in the face of complexity

Selection Criteria

- Tertiary degree or qualifications related to human resource management
- Completion of a satisfactory criminal history check
- Awareness of legislative and professional practice requirements and protocols
- Contribution to a working environment that supports quality practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour
- Working cooperatively as a member of a highly motivated team of professionals and with a range of other professional groups, institutions and individuals
- Displaying high personal standards in relation to motivation, honesty, objectivity, competence, patient focus, innovation and continuous quality improvement

Additional Employment Terms and Conditions

VIFM Policies and Procedures

It is agreed by you that you will be familiar with and abide by VIFM's policies, which are accessed via the intranet and VIFM's electronic quality management system (Paradigm).

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Occupational Health and Safety

The VIFM is committed to providing a safe and healthy environment for staff. In accordance with this commitment all employees will be required to comply with all OHS Management System, policies and procedure requirements and take reasonable care to protect their own health and safety and the health and safety of others in the workplace.

Due to the nature of the work that VIFM undertakes, staff may be exposed to content and concepts of a graphical nature, such as forensic material, descriptions, images, medical reports, and/or mortuary and laboratory equipment and environments, and are encouraged to monitor their wellbeing in line with VIFM's *Occupational Health and Safety Guide* and *Guide to Debriefing*.

Vaccinations

Your employment is subject to the provision of current immunisation, in line with the requirements of your role. It is agreed by you that you will achieve and maintain vaccination currency in line with the VIFM's policies and service requirements.

Pre-existing illness or injury declaration

You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties, If you fail to disclose such a condition, if employed, you will not be paid compensation for that condition in accordance with s.82 (7) of the *Accident Compensation Act 1985*.

Records Management

Become aware of and comply with the VIFM's records management policy.

Confidentiality and Personal Information

It is agreed by you that you will sign a confidentiality agreement and declare other personal information relevant to your employment. The VIFM will comply with the *Privacy and Data Protection Act 2014* in the way it collects and handles this information.

OFFICIAL

Conduct in accordance with VIFM Values and the Victorian Public Sector

It is agreed by you that you will act in accordance with VIFM Values and the Victorian Public Sector (VPS) Code of Conduct. The Values can be found at <https://www.vifm.org/about-us/governance/aim-purpose-values/> and the VPS Code of Conduct can be found at <https://vpssc.vic.gov.au/resources/code-of-conduct-for-employees/>.

Child Safe Statement of Commitment

The Victorian Institute Forensic Medicine is committed to the safety and wellbeing of children and young people. We seek to prevent harm of any kind impacting children and young people and have zero tolerance for racism, child abuse and inequality. Children and young people's rights, relationships, identity, and culture must be recognised and respected, their voices heard, and their concerns acted upon. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, deliver services to, or are impacted by our work.

Authorisation and Acceptance

Manager Authorisation

Manager Name	Signature	Date
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Employee Acceptance

Employee Name	Signature	Date
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