

## PEOPLE AND CULTURE OFFICER

45.6 hours per fortnight (0.6 FTE)

Ongoing Position

The People and Culture Officer reports directly to and works closely with the Senior Leader People and Culture within a small team to deliver human resource management and payroll system services to the approximately 280 staff at BCHS.

The primary responsibility of the team is to provide an organisation wide approach in a contemporary, responsive, and professional manner whilst assisting individuals and leaders with the appropriate advice and support.

### About BCHS

BCHS has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Generous salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing

### About the role

The People and Culture Officer provides support to the Senior Leader People and Culture to deliver both strategic and operational expertise to the CEO, Executive Leaders/Operations Managers, Senior Leaders, and employees on HR related matters.

The position supports the development of a highly capable, healthy, productive, and progressive workforce including:

- Collaborating with employees and managers to support professional development.
- Human resource information systems.
- Reporting and change management.
- Overseeing employee training and growth.
- Assessing development needs.
- Executing learning strategies.
- Tracking learning effectiveness.

The People and Culture Officer will contribute to the employee development, including organising training and industrial relations support, as well as student placement and volunteer programs. The People and Culture Officer will undertake the day-to-day functions of the People and Culture team, delivering elements of the employee lifecycle related to recruitment and onboarding, credentialing, students, volunteers, learning and development and maintaining employee files.

**Probity requirements**

- A Police Check (paid for by BCHS)
- Employee Working with Children's Check
- A current Driver's Licence.

**How to apply**

Applications addressing the Key Selection Criteria, included in the Position Description, should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 10pm Sunday, 10 November 2024.

**Further information**

For further information about the role, please contact the Senior Leader People and Culture on 5406 1312 (please leave a voicemail, if not answered).

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone (03) 5406 1312 if an automatic acknowledgement has not been received.