

People Advisor

- **Reporting To:** Lead HR Business Partner | People Advisory & Talent
- **Direct Reports:** Nil
- **Business Unit:** CPCO
- **Enterprise Agreement:** Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) EA 2025 - 2027
- **Classification:** Grade 4
- **Review Date:** 8/08/2026

Position Purpose:

The People Advisor provides HR advice to leaders and supports leaders throughout the employee lifecycle. Reporting to the Lead Hr Business Partner | People Advisory & Talent, you will work across projects and partner with leaders across the business.

The People and Culture (CPCO) portfolio is responsible for developing and implementing people and culture strategies by working in collaboration with our stakeholders to deliver high quality creative and innovative services that supports the people experience, culture, engagement and ensures that Oral Health Victoria (OHV) is a great place to work and a great organisation to work with.

Our Organisation:

Oral Health Victoria (OHV) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians through the provision of clinical dental services, leading of prevention and population health programs, contributing to policy and research, and partnering with communities and organisations across Victoria.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

Partnering

- Conduct people related meetings with frontline leaders, providing HR advice and coaching in all areas of the employment lifecycle
- Provide generalist HR advice in relation to employee matters to frontline leaders
- Support frontline leaders with the onboarding of new staff and providing guidance through the probation period
- Assist frontline leaders in the development and performance process (myDevelopment)
- Assist in the preparation of Executive Briefing notes and business cases to support the Senior People Partners
- Partner with the broader People and Culture team in the development and implementation of initiatives guided by the OHV strategic plan
- Support other HR functions such as Talent, Industrial Relations, Learning & Development, Diversity & Inclusion and / or Workplace Health & Safety as directed
- Model behaviours that demonstrate the Victorian Public Health Sector and OHV values in all aspects of work
- Undertake other reasonable duties as requested ensuring effective and timely completion
- Undertake other reasonable duties as requested, ensuring effective and timely completion

HR Systems and Processes

- Produce 'People' reports to track data and key performance indicators and support people analytics
- Support the implementation of HR systems and processes and updating current systems and processes to maintain best practice

Other Projects

- Contribute to new 'People' initiatives across the broader People and Culture team as per established priority from CPCO leadership
- In collaboration, review current programs within the People Services and Transformation team

Stakeholder Relationships

- Build relationships, collaborating and managing expectations of key stakeholder groups and providing an outcome that benefits the organisation

Generic:

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role Requirements:

Knowledge:

Mandatory

- Tertiary qualification in Business, Human Resources, Organisational Psychology or in a related field
- Knowledge of HR principals and contemporary practices across a number of other HR disciplines such as recruitment, learning & development, recognition, HR systems that add value to business performance
- Awareness of the external environment, current HR and best practice trends and their impact on the organisation
- Understanding of Equal Opportunity Act and Anti-Discrimination Act, Bullying and Harassment and other applicable legislation
- Proficient in MS Office Suite programs
- Understanding of HR data and systems
- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholder levels

- Working knowledge of Enterprise Agreements and awards
- Valid Police Check
- Vaccination requirements as required by the Department of Health guidelines and the OHV Staff Immunisation Procedure

Experience

Mandatory

- Demonstrated experience in a HR role within a complex environment
- Experience using a coaching approach to support leaders with matters across the employee lifecycle
- Experience in interpreting Awards and Enterprise Agreements to provide sound advice to managers and employees and resolving customer queries and complaints.

Desirable

- Experience in managing multiple priorities, projects and achieving outcomes
- Experience in using SAP
- Experience in a public health sector environment
- Understanding of employment value proposition

Behavioural Competencies:

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|------------------------------------|---------------------------|
| • Aligning Performance for Success | • Customer Focus |
| • Building Trust | • Decision Making |
| • Coaching | • Gaining Commitment |
| • Collaboration | • Planning and Organising |
| • Continuous Improvement | • Quality Orientation |