

# HR BUSINESS PARTNER



**Victor Chang**  
Cardiac Research Institute

- Help the 4.2 million Australians affected by cardiovascular disease
- World class research institute
- Inner city location, close to public transport

## About us

The Victor Chang Cardiac Research Institute is dedicated to finding cures for cardiovascular disease through world class medical research. Established in 1994, it is the legacy of legendary heart transplant surgeon Victor Chang.

Renowned for the quality of its breakthroughs, the Victor Chang Cardiac Research Institute is working to discover better ways to diagnose, treat and ultimately prevent the onset of heart disease.

## The role

This newly created role is a very hands-on role that will connect people practices with the Institute's strategy. You will partner with people leaders, providing consultation and coaching on the full breadth of HR matters.

Join our small but dynamic HR team during an exciting period of transformation and growth. This is an exciting opportunity for an exceptional person who is energised by innovating people practices, is keen to work with the Head, HR on transforming the HR function, has a strategic and customer focused approach, and most importantly, is a learner and team player at heart.

### Duties and responsibilities include:

- Coordinating all operational aspects of the employee lifecycle including recruitment, performance management, employee relations, learning and development and compensation and benefits
- Develop partnerships with client groups (both operational and scientific) that promote a high-performance culture and build employee engagement
- Plan, develop and deliver value add initiatives that contribute to the achievement of the HR strategic plan
- Act as a trusted advisor on all people related matters by providing coaching, guidance, advice and assistance to managers and employees on HR issues and initiatives
- Coach, mentor and develop people leaders in enhancing their people management skills

- Identify opportunities for improvement in HR processes, procedures and policies
- Participate in a range of HR projects

## About you

### We would like to meet you if you have:

- Tertiary qualifications in HR or a related field
- Significant experience in HR including strategic business partnering
- Exceptional interpersonal skills
- The ability to build strong and effective working relationships at all levels of the Institute
- Experience in coaching, advising and facilitating
- Experience in developing, implementing and evaluating the success of engagement activities
- Intermediate knowledge of Microsoft Office and experience in using a HRIS (Lanteria Software highly desirable)

## What we offer:

- Salary packaging
- State of the art facilities
- Stimulating work setting focussed on cutting edge medical research
- Collaborative team environment

We strive to ensure our staff and students enjoy a great working environment. We value and are committed to providing a working environment that embraces diversity and gender equity and promotes flexible working arrangements for staff to balance working requirements and personal needs.

**Come and work with us & help make a difference.**

Passion • Courage • Integrity • Curiosity • Teamwork • Respect

**How to Apply:** • For further information about the role, please visit our website – [www.victorchang.edu.au](http://www.victorchang.edu.au)  
• If you would like to apply for this role, please send your cover letter, resume and contact details for two referees to [recruitment@victorchang.edu.au](mailto:recruitment@victorchang.edu.au)

**Closing date:** 23 April 2021