



**Newly created role - exciting career opportunity with Adventist HealthCare**

## **Human Resources and Change Manager – Innovation Hub**

**Location – Sydney Adventist Hospital, Wahroonga, New South Wales**

- Full time role
- A caring and identifiable culture
- Competitive remuneration and conditions
- Salary packaging program (subject to ATO conditions)
- On-site parking available

Adventist HealthCare Limited is a not-for-profit organisation operating a group of healthcare businesses including the organisation's flagship entity, Sydney Adventist Hospital (The San) based in Wahroonga, NSW. Our other businesses include San Day Surgery Hornsby, San Radiology and Sydney Adventist Hospital Pharmacy.

Employing approximately 2,400 staff members, and working with approximately 1,080 accredited medical practitioners and 470 volunteers, Adventist HealthCare (AHCL) makes caring for our patients needs our first priority.

We are excited to launch our new Innovation Hub here at Adventist HealthCare. The Innovation Hub is an integrated Program Office designed to continually improve the performance of the hospital and future proof the organisation. It is committed to enhancing patient experience, clinical care and operational performance.

We are seeking to recruit a Human Resources & Change Manager to join the Innovation Hub team. This role will form a key part of the team supporting the ongoing delivery of projects to continually improve services for our community.

The key responsibilities of this role are to provide human resource management services and for the planning and implementing of change management initiatives to support the Innovation Hub and Human Resources.

The following criteria are essential for this role:

- Degree or Certificate in Human Resources or Change Management
- Minimum of 3 years HR experience/leading change, and developing communication for the business
- An understanding of employment legislation, Awards and Enterprise Agreements
- Experience in advising managers and staff on employee relations, equal employment opportunity principles and policies and procedures
- Excellent customer service skills, attention to detail and the ability to set work priorities to meet deadlines
- Intermediate competency in use of Microsoft Office suite
- Demonstrated experience in developing and executing a change strategy
- Experience and knowledge of change management principles, methodologies and tools
- Excellent active listening skills and communication skills, both written and verbal.

Desirable criteria:

- Previous healthcare experience
- Relevant Change Management and/or Communications qualification/certification. PROSCI or PMBOK Certification would be highly regarded
- Experience in a delivering change in a healthcare and distributed branch/network environment would be highly regarded.

Applications including a covering letter addressing the essential and desirable criteria and up to date curriculum vitae and be forwarded to Melva Lee, Group Director Human Resources, at [melva.lee@sah.org.au](mailto:melva.lee@sah.org.au)  
Should you wish to make an enquiry or have an informal discussion prior to applying, please contact the above on (02) 9487 9397 or email [melva.lee@sah.org.au](mailto:melva.lee@sah.org.au)

Applicants must have the right to work in Australia. Applications from agencies will not be reviewed.

Applications will close at midday on Friday 24 November 2017. We look forward to hearing from you.