

POSITION DESCRIPTION



Lead People & Culture Partner



POSITION DETAILS

Position Title	Lead People & Culture Partner
Classification	Level HEW 9
Position Number	TBC
School/Office	Office for People
Division	Operations

POSITION PURPOSE

To act as a strategic partner to senior leaders, providing expert guidance and solutions across the full spectrum of people and culture matters. The Lead People & Culture Partner aligns workforce strategies with organisational goals, enabling leaders to build high-performing, engaged, and inclusive teams. Using deep HR expertise, business acumen, and data-driven insights, the role anticipates workforce needs, manages complex people issues, and delivers sustainable outcomes that support the University's strategic objectives. A key focus is the development and implementation of strategic people plans tailored to the portfolios supported.

KEY ACCOUNTABILITIES

- **Lead the development and implementation of strategic people plans** that align with University priorities and portfolio-specific goals.
- **Partner with senior leaders** to diagnose workforce challenges and co-design solutions that drive performance, engagement, and inclusion.
- **Provide expert advice** on complex people matters including organisational design, change management, workforce planning, and employee relations.
- **Coach and influence leaders** to build capability in people leadership, performance management, and cultural transformation.
- **Use workforce data and analytics** to generate insights, forecast trends, and inform strategic decision-making.
- **Supervise and develop HR Partners**, fostering a collaborative, high-performing team culture.
- **Champion continuous improvement** in HR service delivery, ensuring alignment with best practice and compliance requirements.
- **Contribute to University-wide HR initiatives**, policies, and frameworks that enhance the employee experience and organisational effectiveness.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Postgraduate qualifications in Human Resources, Business, or a related field, or an equivalent combination of relevant experience and education/training.
- Extensive experience in strategic HR business partnering within complex organisations.
- Demonstrated ability to influence and coach senior leaders on people and culture matters.
- Proven capability in workforce planning, organisational development, and change leadership.
- Strong analytical skills with the ability to interpret data and translate insights into action.
- Experience leading and developing HR professionals.
- Excellent interpersonal and communication skills, with the ability to build trust and credibility across diverse stakeholder groups.
- Sound knowledge of employment legislation, industrial instruments, and contemporary HR practices.

KEY RELATIONSHIPS

- **Reports to:** Executive Director, Employment Experience
- **Supervises:** HR Partners (HEW 7/8)
- **Key Internal Relationships:** Senior leaders across portfolios, Employment Experience team, Equity & Diversity, Legal, WHS, and other People & Culture functions
- **Key External Relationships:** Legal advisors, consultants, and relevant external partners

CHALLENGES

- Navigating complex and sensitive people issues across diverse portfolios.
- Balancing strategic priorities with operational demands in a dynamic environment.
- Leading cultural and behavioural change in alignment with University values.
- Building HR capability and consistency across a decentralised service model.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: 15 August 2025