

POSITION DESCRIPTION



People & Culture Partner



POSITION DETAILS

Position Title	People & Culture Partner
Classification	HEW Level 8
Position Number	TBC
School/Office	Office for People
Division	Operations

POSITION PURPOSE

The People & Culture Partner provides expert advice and operational support across a broad range of people and culture matters. Working closely with the Lead HR Partner and portfolio leaders, the role delivers responsive, high-quality HR services that enable effective workforce management, employee engagement, and compliance. The HR Partner builds strong relationships with stakeholders, applies sound judgement to resolve complex issues, and contributes to strategic people initiatives that support the University's goals.

KEY ACCOUNTABILITIES

- Lead strategic workforce planning and partner with senior leaders to align people strategies with divisional goals.
- Influence and guide organisational change, including restructures, culture programs, and leadership capability development.
- Provide expert advice on complex employee relations matters, risk mitigation, and policy interpretation.
- Develop and implement HR frameworks and initiatives that enhance employee experience, inclusion, and performance.
- Analyse workforce data and trends to inform strategic decisions and present insights to senior stakeholders.
- Represent the HR function in high-level forums, working groups, and cross-divisional initiatives.
- Mentor and coach HR Partners, contributing to capability uplift and consistent service delivery.
- Contribute to policy development, compliance reviews, and continuous improvement of HR practices.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in Human Resources, Business, or a related field, or equivalent experience.
- Extensive experience in strategic HR partnering within complex organisations.
- Demonstrated ability to lead change, influence senior stakeholders, and manage complex people issues.
- Strong analytical and problem-solving skills, with experience using data to drive decisions.
- Proven capability in policy development, workforce planning, and organisational design.
- Excellent communication and relationship-building skills.
- Experience mentoring or leading HR professionals.

KEY RELATIONSHIPS

- **Reports to:** Lead People & Culture Partner
- **Key Internal Relationships:** Portfolio leaders, Employment Experience team, Equity & Diversity, WHS, Legal, Payroll
- **Key External Relationships:** Legal advisors, consultants, external partners

CHALLENGES

- Navigating complex and sensitive people issues across diverse portfolios.
- Balancing operational demands with strategic HR priorities.
- Ensuring compliance with evolving legislation and industrial instruments.
- Building stakeholder confidence in HR services and advice.

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