

P&C Transformation Partner Position Description

Reporting to:	Director of People	Work location:	Melbourne
Department:	Group Operations / People & Culture	Budget holder:	No
Team:	People & Culture	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

As a P&C Transformation Partner, you will enable this mission by driving people-focused transformation, fostering agile leadership alignment, and building organisational capability that empowers our workforce to deliver lasting impact for children and communities. There are four areas to meaningful transformation as a:

- **Culture Champion:** Foster a values-driven, inclusive culture that underpins organisational transformation and strengthens our shared purpose.
- **Change Leader:** Drive complex change initiatives that enhance outcomes for children, guiding cultural evolution while respecting our mission-led heritage.
- **Strategic Partner:** Work closely with senior leaders to address critical people challenges using data-driven insights and innovative strategies that influence key decisions.
- **Digital Innovator:** Harness technology to elevate employee experience, streamline processes, and create seamless, future-ready solutions that empower our workforce through change.

Here your skills will be valued

Role requirements

Strategic Management and Planning

- Lead the design and delivery of people and capability components within organisational and business unit transformation initiatives.
- Partner with senior leaders to align operational people plans with enterprise priorities and strategic objectives.

Leadership Team Support

- Provide counsel and thought leadership to executives, enabling informed decision-making and effective oversight of transformation programs.
- Foster collaboration across senior management teams to drive cohesive, agile leadership during periods of change.

Collaboration and Communication

- Act as a trusted liaison across departments, ensuring transparency and cross-functional alignment.
- Champion a culture of inclusion, respect, and shared purpose throughout the organisation, particularly during transitions.
- Communicate transformational priorities clearly and effectively to internal and external stakeholders.

Organisational Development

- Lead initiatives that strengthen organisational capability, culture, and resilience across business units undergoing transformation.
- Support workforce planning, talent development, succession planning, and change management aligned with Save the Children's values.
- Drive continuous improvement in systems, processes, and structures to enhance impact and efficiency.

Workforce Planning

- Facilitate strategic workforce planning aligned to business plans and transformation priorities.

Change Leadership

- Develop and lead enterprise-wide change management strategies, ensuring stakeholder engagement and adoption of new ways of working.
- Build organisational readiness for transformation through capability development and resilience programs linked to change initiatives.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Proven experience in strategic planning, senior leadership coordination, and transformation.
- Strong leadership presence with exceptional interpersonal and communication skills. Demonstrated ability to manage complex projects and influence diverse stakeholders
- Demonstrated experience in strategic workforce planning and capacity building programs
- Strong knowledge of organisational development theories, tools, and practices, including change management, team dynamics, and cultural transformation.
- Excellent communication, interpersonal, and relationship-building skills.

- Proven experience leading and developing a high performing team
- Strong analytical skills with the ability to use data and evidence to drive decisions and ensure initiatives achieve desired outcomes.
- Strategic thinking and clear ability to translate strategic goals into actionable plans.
- Project management.

Desirable knowledge or experience

- Degree in Human Resources, Organisational Development, Psychology, Business Administration, or a related field.
- Experience with Pacific Islands an advantage

Required qualifications and/or accreditations

- Degree in Human Resources, Organisational Development, Psychology, Business Administration, or a related field.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Nil required
Working with Children Check: Required **Assets:** Laptop