

People & Culture Advisor Position Description

Reporting to:	Head of Employment Relations	Work location:	Melbourne (or other location as agreed)
Department:	Group Operations	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.

The People & Culture Advisor reports to the Head of Employment Relations and provides advisory support across a broad portfolio, working with P&C senior business partners, employee relations, people operations and organisational managers.

This role supports leadership capability, enhances employee experience, and assists with continuous improvement in P&C policies, systems, and practices. The P&C Advisor supports culture, performance, wellbeing, and workforce effectiveness across Australian operations, including 54reasons, Supporter Engagement & Retail, International Programs, Finance, Group Operations, and the CEO Office.

Here your skills will be valued

Role requirements

The P&C Advisor provides reliable and practical people and culture advice to people managers, supporting them to improve workforce outcomes, manage risks, strengthen team culture, and build capability. The role contributes to the delivery of P&C projects and assists with implementing organisation-wide people initiatives.

Strategic & Operational HR Leadership

- Provide timely, practical tier 2 P&C advice across allocated areas.
- Support leaders to understand workforce needs and apply appropriate people processes and solutions.
- Assist with coordination and delivery of annual P&C activities and priorities under the guidance of the Head of Employment Relations and P&C Leadership team.
- Provide guidance on people matters and escalate complex issues to P&C leaders or Head of Employment Relations as required.

Employee & Industrial Relations

- Support low-to-moderate complexity ER matters, including performance, conduct, grievances and workplace conflict.
- Work collaboratively with the Head of Employment Relations and Senior P&C leaders on complex or higher-risk matters.
- Assist leaders with interpreting awards, industrial instruments, legislation and organisational policies.
- Support and coordinate compliance and reporting activities such as preparing documentation and assist with audits as required.

Performance & Capability

- Support leaders in applying performance management processes, development planning and general capability uplift.
- Provide guidance, tools and resources to help build people-management capability.

Culture, Wellbeing & Engagement

- Promote a positive, safe and inclusive workplace culture aligned with organisational values.
- Connect leaders and teams with wellbeing supports such as EAP, training, resources and internal SMEs.
- Assist in the delivery of initiatives that support psychological safety and employee engagement.

Policy, Systems & Continuous Improvement

- Contribute to the review, development and implementation of P&C policies, processes and tools.
- Identify opportunities for improvement to enhance service delivery.
- Support People Operations with system updates, data integrity activities and reporting requirements.

P& C Projects & Organisational Initiatives

- Contribute to P&C and organisational projects by providing coordination, follow-up and practical support.
- Work collaboratively with internal SMEs across Talent, ER, OD, Culture & Capability, Safety, RAP and People Operations.
- Assist with organisational design activities and change-related tasks as directed by Head of Employment Relations and senior P&C leaders.

Teamwork & Collaboration

- Contribute to an inclusive, proactive, and solutions-focused P&C team culture.
- Support People Operations and newer P&C team members.
- Build strong internal relationships and promote a one-team approach.
- Collaborate across Group Operations and other departments to deliver organisational needs.

Health, safety, security and risk management

- Model safe and compliant behaviours.
- Ensure risks are identified, documented, and mitigated within program areas.
- Report incidents, hazards, and concerns promptly.
- Contribute to workplace safety awareness and improvements.

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

- **HR Expertise:** Solid working knowledge of contemporary HR practices, employment legislation, organisational policies, and HRIS systems.
- **Analytical Thinking:** Ability to extract and interpret data and information such as Awards and EBAs, assess risks, and provide practical, evidence-based advice within established frameworks.
- **Stakeholder Support:** Able to build effective working relationships and provide reliable guidance to leaders and staff.
- **Problem Solving:** Capable of navigating moderately complex people matters and escalating issues appropriately.
- **Communication:** Strong written and verbal communication skills, with the ability to draft clear, accurate documentation and advice.
- **Time Management:** Able to manage multiple priorities, meet deadlines, and work efficiently in a fast-paced environment.
- **Ethical Conduct:** Demonstrates integrity, professionalism, confidentiality, and alignment with organisational values.
- **Change Agility:** Supports and adapts to change initiatives, helping leaders and teams implement new processes and practices.

Essential Experience

- 4+ years' experience in a P&C Advisor or HR generalist role (or equivalent).
- Demonstrated capability supporting low-to-moderate complexity people matters, with the ability to escalate more complex issues appropriately.
- Working knowledge of awards/EBAs and industrial instruments.
- Sound understanding of ER/IR frameworks, awards, and relevant employment legislation.
- Experience working within a P&C function in a medium–large organisation.
- Experience contributing to and supporting the delivery of P&C projects and initiatives.
- Strong analytical, organisational, and communication skills.
- Ability to work confidentially, use sound judgement, and operate independently within defined frameworks.
- Experience in fast-paced or multi-site environments.

Desirable Experience

- Exposure to HR projects or change initiatives.
- Experience with HRIS improvements or data quality activities.
- Familiarity with Agile ways of working.
- Experience in not-for-profit, community, or humanitarian sectors.

Required qualifications and/or accreditations

- Tertiary qualifications in Human Resources or related field desirable

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

Working with Children Check: Required **Assets:** Laptop