

People Partner Position Description

Reporting to:	Director of People	Work location:	Melbourne
Department:	Group Operations	Budget holder:	No
Team:	People and Culture Team	Direct reports:	nil

Here you'll make a difference

At Save the Children, 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 Partner works in tandem with our Executive and senior leaders to drive organisational effectiveness through evidence-based people solutions. This role focuses on the strategic people levers that most influence our ability to create impact for children: talent management, people-related change, leadership alignment, strategic workforce planning and high performance. The role ensures the people plans and client business unit people plans are aligned with wider strategic and operational imperatives, are impactful and well executed.

The role works with the People and Culture team to ensure client needs are met through self-service, operational support and specialist teams.

Role Requirements: here your skills will be valued

Strategic People Partnership

- Partner with senior leaders to translate business strategy into people plans and workforce solutions
- Provide data-driven insights and recommendations on organisational effectiveness, talent gaps, and culture measurement
- Lead strategic workforce planning initiatives, including scenario planning and future capability requirements
- Drive organisational design and restructuring initiatives aligned with business transformation goals
- Facilitate leadership team effectiveness sessions and strategic people planning workshops

Talent Management and Performance Excellence

- In partnership with Head of Organisational Capability, implement comprehensive talent management frameworks including succession planning, high-potential identification, and career development pathways
- Coach senior leaders on enhancing team performance, team workflow optimization and managing strategic people risks
- Lead talent review processes and calibration sessions to ensure consistent performance standards
- Develop and execute mobilisation and retention strategies for critical talent and high-performing teams
- Partner with Organisational Capability to create targeted capability-building programs

Culture and Change Leadership

- Drive culture transformation initiatives: assessment, intervention design and measurement
- Lead change management for organisational restructures and operational improvements
- Promote employee engagement strategies based on pulse survey data and feedback mechanisms
- Promote reconciliation, diversity, equity, and inclusion with measurable outcomes

Data Analytics and Continuous Improvement

- Leverage people data to track organisational health and performance and generate actionable insights to drive improvements
- Benchmark against industry best practices and implement innovative people solutions
- Present regular business reviews with actionable insights and recommendations

Employee Relations and Risk Management

- Partner with ER, legal and compliance teams on complex employee relations, industrial relations matters and policy interpretation
- Reinforce leadership accountability through coaching on HR policies, procedures, and practices
- Monitor and report on people-related risks and trends to leadership

Leadership

- Uphold and role model the behaviours outlined in our Leadership Framework - lead with heart, enable others, and deliver results
- Promote a culture of performance, empowerment and accountability
- Ensure a safe and inclusive work environment.
- Lead by example in health, safety, and well-being.
- Maintain a child-safe environment, upholding safeguarding policies and ethical standards.

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 as an HR Business Partner in complex, multi-location organizations with demonstrated strategic impact
- Multi-country HR operations management experience
- Experience in international development / humanitarian context, including experience supporting complex multi-lateral programs
- Demonstrated understanding of development programming, donor requirements, and cross-cultural program implementation
- Strong business acumen with ability to translate people data into business insights and solutions
- Expertise in organisational change management, and talent management frameworks
- Advanced coaching and facilitation skills with experience developing leadership capabilities
- Current knowledge of employment law, industrial relations, and compliance requirements
- Experience with HRIS systems, people analytics, and data-driven decision making
- Demonstrated ability to influence senior stakeholders and drive organizational change
- Deep understanding of Pacific cultures and local employment practices, especially for PNG, Vanuatu, Solomon Islands, and Tonga. Ideally the successful candidate will have in-country field experience in one or more of these locations.

Desirable Knowledge or Experience

- Experience in international aid, development or community services sector organisations
- Expertise in culture transformation and employee engagement methodologies
- Experience of working in organisations with large Volunteer cohorts
- Enhancing the flow of work within and across teams and including through leveraging technology

Required Qualifications

- Bachelor's degree in human resources, Psychology, Business, or related field
- Post-graduate qualification in HR or Organisational Psychology desired

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 comply with the Save the Children's [Code of Conduct](#), Child Safeguarding and other policies
- Performance will be assessed against OKRs, Leadership@Save and values
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not Required **Travel:** Minimal

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