

# ROLE PURPOSE



**Role Title:** People & Organisational Development Partner

**Division:** People & Organisational Development

**Location:** Sydney, Australia

**Date:** April 2025

**Employment type:** Full time

**Reports to:** People & Organisational Development Director

**Direct reports:** POD Advisor

**Leadership Band:** Leaders Others

## Purpose of the role:

The People & Organisational Development Partner (People Partner) is responsible for delivering strategic and operational advice and support for people managers and employees for defined client groups, mostly centred in Australia and USA, but with leadership reach Globally.

The People & Organisational Development Partner will own the outcomes of:

1. Building strong relationships with Executives, Directors and Line Managers that coaches and develops them to become exceptional people leaders
2. Collaboratively designing and delivering on action plans with each client group, that are aligned with the overall People & Organisational Development strategy and work plans including the provision of support for the full employee lifecycle including; organisational design, workforce planning, recruitment, learning and development, remuneration and benefits, health and safety, employee engagement, succession planning and data analytics and information management.
3. Regularly connecting with all managers and employees in each client group and advising in all areas of employment related policies, processes, compliance and issue management. This involves actively monitoring and managing employee related industry and legislative compliance and providing direction and support as required to effectively manage risk and ensure satisfactory resolution of people-related issues.
4. Support the People & Organisational Development Director with critical global initiatives like conducting remuneration reviews or updating global policies.
5. Analyzing HR data and trends to identify areas of improvement and recommended solutions.
6. Partnering collaboratively with Senior Leaders to develop and implement people policies and practices appropriate to the local context (having regard to local labour laws, cultural norms, program needs) whilst maintaining global consistency across The Foundation.
7. Leading People & Organisational Development projects as required.
8. Other tasks as requested by your manager

## Our Capabilities:

### As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Significant experience in business partnering and leading and delivering HR initiatives in organisations with diverse requirements, preferably in complex, global organisations with matrix reporting requirements.
- Significant experience in leading investigations and complex Employee Relations matters.
- Certification in Leadership Coaching or demonstrated experience in this space.
- Collaborating with diverse and complex senior stakeholders, developing relationships and providing advice, with a track record of delivering results.
- Understanding and implementing employment law across numerous jurisdictions in Australia and USA.
- People management/ leadership experience.
- Previous experience in a regional role.
- Previous experience in a non-for-profit organisation

## Skills:

- Highly developed interpersonal skills with the ability to effectively influence stakeholders at all levels.
- Excellent communication skills, ability to work effectively in cross-cultural environment
- Ability to apply best practice HR approaches and customize to suit the local context.
- Highly developed facilitation and capacity building skills.
- Exceptional Attention to Detail

## Desirable Experience:

- Awareness of trends, issues, and how organisations operate in the international development and international non-government organisation sectors (including in the global, regional and local contexts)
- Understanding of SAP SuccessFactors.

- Outstanding organisational and time management skills including the ability to prioritise and multi-task work.
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- Ability to work independently, take initiative, set priorities and support programs.
- High sense of integrity, ethics and confidentiality .

#### **Qualifications:**

Undergraduate qualifications in Human Resources or demonstrated competency in Human Resources

#### **Travel:**

Domestic and International may be required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

#### **The position involves:**

This position does involve "Working with Children" either direct or indirect.

This position is recognised as having "Contact with Children" either direct or indirect.

#### **Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

#### **To work in The Foundation, you will:**

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children