

Position Description



Position	<i>People and Culture Business Partner</i>
Reports to	<i>Head of People and Culture</i>
Work level	5
Group	<i>Office of the CEO</i>
Team	<i>People and Culture</i>
Location	Onsite at the Hub in Melbourne CBD/Hybrid
Direct reports	N/A

01. Purpose of the position and link to Strategy 2023+ *Earlier, Easier, Together*

The People & Culture Business Partner is a trusted strategic advisor who partners closely with Chiefs and Heads across Business Units to shape the People and Culture conditions required to deliver on Beyond Blue's Strategy 2023+ — *Earlier, Easier, Together*.

Operating as a proactive thought partner, the role anticipates workforce needs, identifies future capability requirements, and leads people-related priorities that accelerate performance, enhance employee experience, and enable teams to deliver impact earlier, make access to support easier, and work together in a cohesive, values-driven way.

Through deep relationships, insight-driven decision support, and strong alignment to organisational priorities, the People & Culture Business Partner ensures leaders have the guidance, confidence and capability to create high-performing, safe, inclusive and purpose-driven teams that advance the strategic outcomes of Beyond Blue.

02. Key Accountabilities of Position

- Lead reviews of workplace incidents and conduct objective, high-quality investigations, translating insights into sustained improvements in safety, culture, and organisational learning.
- Provide strategic, data-informed advice on emerging psychological and physical safety risks, enabling leaders to foster healthy, high-performing work environments.
- Partner with leaders to shape strategic workforce planning, including future-fit structures, succession planning, and long-term capability development.
- Manage complex employee relations matters with professionalism and integrity, delivering fair and timely resolutions.
- Apply strong knowledge of employment legislation and regulatory requirements to minimise organisational risk and promote consistent, compliant people practices.
- Provide expert advice on remuneration, classification and reward frameworks, ensuring alignment with legislation, internal equity principles, and WGEA expectations and reporting standards.
- Lead inclusive, targeted talent acquisition strategies to attract and onboard high-quality talent aligned to organisational needs.

- Collaborate across the People & Culture function to design and deliver learning, capability, diversity, equity and inclusion, remuneration, and work health and safety initiatives, integrating these elements into all partnering activities to provide leaders with holistic, future-focused and strategically aligned people solutions.
- Translate enterprise People & Culture strategies into practical, locally relevant actions that deliver meaningful impact.
- Analyse people data, metrics and trends to identify opportunities and co-design evidence-based programs, solutions and policies.
- Provide tailored coaching and guidance to people leaders to uplift capability in performance, development, wellbeing and effective people management.
- Lead and contribute to organisational development and change initiatives, role-modelling contemporary change leadership and mentoring others through transformation.
- Create meaningful opportunities to build shared understanding and ownership of Beyond Blue's vision, values, strategic priorities and desired culture.

03. Key outcomes, or desired impact of role, linked to Strategy

- Connecting – People feel a sense of connection and purpose
 - We create an environment where our people feel genuinely empowered, supported and connected through meaningful and impactful work.
- Integrity – People trust how we lead, operate and make decisions
 - We continually strengthen organisational capability to meet the evolving needs of Beyond Blue and the people we serve.
 - We champion a safe, inclusive and psychologically healthy culture where everyone can thrive.
 - We uphold strong governance and compliance across all people practices to ensure fairness, transparency and accountability.
 - We foster an engaged, motivated workforce who are proud to contribute to our Vision and aligned to our shared purpose.

04. Core Capabilities

Capabilities in our [capability framework](#) critical for role success include:

- Communicating
- Community Centricity
- Partnering
- Agilty

05. Specific Job Competencies

Education/qualifications

- Tertiary qualifications in Human Resources, Business, Organisational Psychology, or a related field.
- Postgraduate studies in HR, Leadership, Business, Organisational Development or ER/IR (desirable).
- Training in change management or project management is beneficial.
- Additional accreditation in coaching, mediation, DEI, WHS, or remuneration and job evaluation frameworks is advantageous.

Experience

- 10-15 years of progressive Human Resources experience, operating confidently in complex and evolving environments.
- Broad HR generalist capability, spanning employee and industrial relations, learning and development, diversity, equity and inclusion, and remuneration and benefits.
- Proven success in strategic consulting and business partnering with senior leaders, influencing with credibility and building trusted relationships.

- Demonstrated experience in the development, operationalisation and embedding of people-focused strategies, resulting in measurable cultural and organisational outcome

Key capabilities

- Strong internal consulting capability, with the ability to diagnose issues, co-design solutions and guide leaders with clarity and confidence.
- Expertise in project and change management, bringing structure, momentum and engagement to organisational initiatives.
- Advanced verbal, written and presentation communication skills, able to distil complexity and communicate with impact.
- Highly developed interpersonal, relationship-building and diplomacy skills, with the ability to navigate sensitive situations with professionalism and care.
- Strong coaching capability, empowering leaders to grow their confidence and competence in people management.
- High level of resilience, with the ability to work autonomously, adapt to ambiguity and exercise sound judgment.
- Strong critical evaluation and analytical capability, using data and insight to inform decisions and drive improvement.
- Deep understanding of, and commitment to best-practice child safety and employee wellbeing, including navigating mental health considerations within a workplace context.
- Demonstrated commitment to best-practice diversity, equity and inclusion, ensuring fairness and accessibility in all people and culture practices.

06. Values leadership and our culture at Beyond Blue

Beyond Blue Values We all play a part and take responsibility for our impact on Beyond Blue's culture, in line with our Values.

Cultural competency Beyond Blue strives to be a culturally safe and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.
