

# Position description



<b>Position</b>	<b>Head of People &amp; Culture</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>Work level</b>	<b>6</b>
<b>Group</b>	<b>Office of the CEO</b>
<b>Team</b>	<b>People &amp; Culture</b>
<b>Location</b>	<b>Onsite at Beyond Blue's Hub in Melbourne and Hybrid</b>
<b>Direct reports</b>	<b>4 (broader team of 10)</b>

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

The Head of People & Culture shapes and leads the delivery of Beyond Blue's People & Culture strategy, ensuring it aligns and contributes to achieving the Integrity goal of our [Strategy](#), our community impact and sustainability.

The role reports to the CEO and advises the Executive and key stakeholders on current and future-looking issues, from organisational change, the ethical adoption of technologies and a future-ready workforce to talent management and leadership development, to fostering a safe, diverse and inclusive workplace where everyone feels they belong.

The role leads a skilled People & Culture team and is accountable for the effective operations of the function to enable a high-performing, engaged workforce and ensuring sound people governance, compliance and risk management.

The role is based primarily at Beyond Blue's Melbourne hub, with a requirement for regular on-site presence and attendance at internal and external events.

## 02. Key Accountabilities of Position

### Lead the People & Culture function

- Lead, support and motivate the People & Culture (P&C) team to deliver the P&C Strategy and related plans to support Beyond Blue's strategic priorities, run and evolve fit for purpose operations, and provide high quality advice and customer service.
- Specifically the role oversees, monitors and reports on the delivery and continuous improvement of core P&C functions, including:
  - P&C strategy, policy, governance and compliance
  - Talent management strategies to attract, develop, and retain talent, including performance management, leadership development, succession planning, and learning
  - Workplace health and safety, including leading on psychosocial safety and preventing and managing hazards

- Organisational transition, development and job design to support agility, wellbeing, efficiency and effectiveness
- Employee experience, including EVP, engagement, wellbeing, recognition, internal communication, change management and inclusion initiatives
- Employee relations and employment law (including relevant awards)
- Remuneration, benefits, payroll and annual review processes
- Diversity, equity and inclusion, including delivery of the Reconciliation Action Plan
- Oversee the Melbourne Hub operations and onsite and remote workplace experience
- Lead P&C related technology strategy to improve efficiency and support data and insights-driven decision-making
- Execute within the P&C budget and resourcing.

#### **Strategic Advice and Governance**

- Provide clear and timely, strategic advice and insights to on people, culture, and organisational development matters to the CEO, Executive, Board and its Audit, Finance & Risk Committee and Nominations & Remuneration Committee.
- Deliver and continuously improve P&C governance frameworks, policies and practices, aligned to organisational, regulatory and best practice requirements.
- Advise on and guide Beyond Blue on future work and workforce trends and their impact and support organisational readiness and adoption, including leveraging technology and AI.

#### **Values, Health, Safety & Wellbeing Leadership**

- Champion and embed Beyond Blue's values across the organisation and in how we work.
- Collaborate with the Health, Safety & Wellbeing Committee to develop, deliver and report on an effective Health, Safety and Wellbeing Strategy and Action Plan.

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

- Beyond Blue has high-performing, engaged and values-aligned leaders and workforce capable of delivering Beyond Blue's vision and strategic goals.
- A modern, strategic P&C function that delivers Beyond Blue's People & Culture strategy and is viewed as a trusted partner to the business.
- Demonstrable workforce wellbeing, inclusion and reconciliation outcomes.
- Positive progress in delivering Beyond Blue's Outcomes Framework indicators:
  - The Community trusts us
  - Our workforce is engaged and excited to contribute to our Vision
  - We are a safe and inclusive organisation
  - We demonstrate impact and are considered a good investment

### **04. Specific Job Competencies**

#### **Education/qualifications**

- Undergraduate degree or equivalent qualification in Human Resources Management or related discipline.
- Postgraduate qualification in Human Resources, Organisational Development or related field (desirable).

## Experience

- 10+ years in a senior People & Culture leadership role in complex, fast-paced organisations implementing contemporary operating models, workforce practices, and ways of working.
- Proven success developing and leading high-performing P&C teams and enterprise-wide transformation.
- Extensive experience advising, influencing and partnering with CEOs, Executive teams and Boards.
- Track record in delivering positive employee and business outcomes in employment relations, workforce, talent and remuneration strategy, governance and risk management.

## Key essential skills

- Exceptional interpersonal and relationship skills, with the ability to navigate ambiguity, complexity, diverse views and competing priorities, and build trusted relationships at all levels.
- Highly developed leadership capability, operating with integrity, adaptability, resilience and calmness.
- Excellent written and verbal communication skills, including preparation of high-quality Board and Executive papers.
- Advanced analytical and problem-solving skills and judgement, with an outcomes-focused mindset.
- Sound knowledge of Australian employment and industrial relations legislation and compliance requirements.
- Strong systems capability, with proficiency in or the ability to rapidly learn systems and platforms.
- Ability and willingness to switch between strategic and operational delivery.

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## 05. Living our values

Beyond Blue's values support delivery of our strategy, set shared expectations+ and shape how we work together to support the community:

- Build Trust
- Help everyone thrive
- Be brave
- Do what matters

**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.

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