

People & Culture Business Partner

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. Oxfam is committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	286, 288
Classification	Category 3Enhanced
Section/Unit	People & Culture
Reports to	Lead P&C Business Partner and such other persons as directed
Hours of Work	Full Time

Scope of Position

The P&C Business Partner acts as an internal consultant and provides both strategic and practical advice and support on all HR related matters to enhance culture, manage risk and improve organisational capability to deliver value added service to our people.

Using a professional, respectful and person-centred approach, the P&C Business Partner will provide advice and support to all internal and hosted staff. This role will also be crucial to the capability development of the Oxfam Australia (OAU) leadership team, ensuring that support is tailored to individual people leaders' unique skills, experience and developmental opportunities while aligning with organisational priorities.

Key Responsibilities

1. Business Partnering

- Meet with People Leaders on a regular basis to understand the needs of their teams and to provide practical advice and support that conforms to Australian Workplace law and Oxfam Australia's Enterprise Agreement and Policies.
- Provide People Leaders, internal and hosted OAU staff with advice and support on all matters relating to the employee lifecycle
- Assist with recruitment on an as needs basis ensuring the People Leader is up to date with OAU policies and procedures and sit on interview panels from time to time, ensuring a P&C presence on all Leadership panels.
- On a needs basis, research, develop and present learning packages

2. Leadership Development

- Assist Leadership development by taking a coaching approach, applying principles and frameworks such as:
 - Growth mindset
 - Situational Leadership
 - Tuckman's stages of team development
 - Strengths based coaching
 - Emotional intelligence models
- Provide regular updates to the Lead P&C Business Partner on challenges or opportunities relating to leadership development

3. Workforce Planning

- Assist People Leaders to ensure they have the right team in place to achieve their strategic goals by supporting them to:
 - Understand their current team's skills, capabilities, and gaps
 - Plan future workforce needs to meet business goals
 - Develop strategies to build capability within the team, including succession planning

4. Performance & Development

- Ensure People Leaders understand OAU's Let's Talk process and monitor team completion
- Using P&C reports, ensure completion of Let's Talk Individual Development Plans
- Discuss individual performance on a regular basis with People Leaders - particularly to identify and support non performance

5. ER / IR advice and support

- Provide accurate and current information and advice to People Leaders and staff on all matters relating to the employee life cycle, referencing The Fair Work Act 2009, National Employment Standards (NES), OAU's EA and OAU policy and procedures.
- Undertake investigations following the agreed procedure
- Assist with EBA related support as required

6. Reporting

- Regularly provide People Leaders with reporting including but not limited to:
 - Absenteeism
 - Excess Leave Liability
 - Injuries
 - EAP usage (by org – not by team for privacy reasons)
 - Commencements / Terminations

7. Change Management

- Provide advice and assist People Leaders to develop change management processes and implementation as required.

8. Organisational Culture

- Lead by example and conform with Oxfam Australia's Code of Conduct and Policies at all times

- Provide support and input into Employee Engagement surveys.
- Assist People Leaders with team building e.g. Team Charters, Team Day development

9. Wellbeing

- Partner with People Leaders to identify wellbeing and WHS risks, trends, and opportunities across their teams.
- Support the implementation of WHS policies, procedures, and safety management activities.
- Lead preventative wellbeing initiatives that strengthen psychological safety, resilience, and employee engagement.
- Coordinate return to work processes and support early intervention practices.
- Monitor and share workforce metrics such as injuries, psychosocial risks, absenteeism, EAP and pulse surveys to identify issues and opportunities for organisational improvement.
- Build leader capability in WHS responsibilities, mental health awareness, and early support conversations.
- Promote a culture of shared responsibility for wellbeing and safety.

Living our Values

Your strong commitment to Oxfam Australia's values will be essential in achieving desired results in all aspects of our work.

- **Equality:** We believe everyone must be treated fairly and have equitable access to rights and opportunities.
- **Empowerment:** We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning — including from mistakes
- **Solidarity:** We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice, and work towards a just and sustainable world.
- **Inclusiveness:** Ensuring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace.
- **Accountability:** We act with integrity and take responsibility for following through on our commitments — to each other, to our partners, and to the communities we serve
- **Courage:** We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root causes of problems and inequity to create meaningful change.

Technical Knowledge & Experience

- Substantial experience providing strategic and operational HR support in a complex, fast-paced environment
- Broad knowledge of contemporary HR best practice across employee relations, leadership development, organisational development and workforce planning
- The proven ability to establish credibility, build trusted relationships and effectively engage stakeholders at all levels

- Experience applying and interpreting employment legislation, modern awards, enterprise agreements and organisational policies

Personal Skills & Attributes

- Thrives in ambiguity
- Strong stakeholder management and collaboration skills
- Strong people focus with the ability to maintain business realities
- High level working knowledge of the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) and other programs that will assist with project management and implementation.
- High level problem solving and analytical skills
- Commitment to Oxfam's purpose, culture and ways of working
- High degree of emotional intelligence and humility
- Commitment to continuous learning
- Sensitivity to cultural differences and gender issues and commitment to equal opportunity as a guiding principle.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Travel – There is no requirement to travel for this position.

Child Safeguarding

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promoting the welfare of children, young people and adults. Oxfam expects all staff, volunteers and representatives to share this commitment through our Codes of Conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Therefore, our people are required to comply with the One Oxfam Child Safeguarding and Protection from Sexual Exploitation and Abuse policies and sign the One Oxfam Employee Code of Conduct and Oxfam Australia Child Safeguarding Code of Conduct.