

POSITION DESCRIPTION

SENIOR MANAGER PEOPLE, CULTURE & TRANSFORMATION

Context

IWDA is putting its 10-year Strategic Plan into practice, embedding decoloniality as a key value in both our work and the way we work. We are committed to upholding feminist, anti-racist and decolonial principles across our culture, systems and ways of working.

We recognise that our workplace culture and staff wellbeing are essential to our impact, and that our people are one of our most important assets. That's where you come in.

Role Snapshot

Position title	Senior Manager People, Culture and Transformation
Time commitment	Full time – 1.0 FTE, Permanent
Award classification	SCHADS 6
Location	Level 4, 333 Queen St, Naarm (Melbourne). Hybrid WFH and office
Reports to	Chief Executive Officer
Direct reports	Manager, People & Culture

About IWDA

Who are we?

International Women's Development Agency (IWDA) is an Australian-based organisation resourcing diverse women's rights organisations (WROs), primarily in Asia and the Pacific. We provide support that goes beyond money and contribute to global feminist movements to advance our vision of gender equality for all.

OUR VISION: gender equality for all

OUR PURPOSE: to defend and advance the rights of women, girls and gender-diverse people

OUR VALUES: how we work is as important as what we do. Our values are at the core of our unique identity and guide us in everything we do: Feminist, Decolonial, Accountable, Collaborative, Transformative

We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation. Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

The Opportunity

The person in this role is a strategic feminist leader who will drive IWDA's people & culture strategy, operations and culture transformation agenda. As Senior Manager People, Culture & Transformation, you'll bring together strategic

leadership, expertise in people & culture operations and organisational development, and a commitment to feminist, anti-racist and decolonial principles to embed equity, dignity, inclusion and accountability across IWDA.

Role purpose: lead IWDA's people & culture strategy and operations, embedding feminist, anti-racist and decolonial principles in our culture, systems and ways of working; while strengthening organisational capability, employee experience and our ability to deliver on our strategic priorities.

What You'll Do

	Responsibilities	% of time (estimated)
Role specific responsibilities	Lead people & culture strategy and organisational transformation - You'll lead the development and implementation of IWDA's people & culture strategy, aligned with the Strategic Plan 2025–35 and grounded in feminist, anti-racist and decolonial principles - You'll provide strategic leadership and oversight of the P&C function, establishing priorities, standards and accountabilities to ensure effective and responsive delivery of P&C activities across IWDA - You'll lead IWDA's Decolonial Steering Group and coordinate related activities Provide executive level strategic P&C advice and support - You'll provide strategic advice to the CEO, Executive Leadership Team (ELT) and people leaders on workforce strategy, organisational design and people-related activities, supporting fair, consistent and informed decisions that balance organisational priorities, employee wellbeing, legislative requirements and IWDA's feminist, anti-racist and decolonial principles - You'll advise on complex employee relations and industrial relations matters, including the interpretation of employment legislation, industrial instruments and organisational policies, and the associated risks and obligations - You'll advise on position design, role classification, remuneration, employment arrangements and significant workforce changes, including restructures, consultation, redeployment and redundancy, mitigating risks and supporting fair, consistent and informed decision-making P&C function oversight - You'll oversee delivery of core P&C services across the employee lifecycle including recruitment, onboarding, probation, learning and development, employee movements, OHS&W, leave, compliance and offboarding - You'll establish clear P&C service standards, accountabilities and escalation pathways, delegating day-to-day delivery to the P&C Manager and monitoring the quality, consistency, timeliness and risk management of P&C services - You'll oversee workforce governance, including employment conditions, position classifications, employment contracts and remuneration decisions	30%

	- You'll oversee the performance and development cycle, monitoring completion and reviewing performance trends with senior leaders Strengthen workforce strategy, remuneration and organisational capability - You'll lead strategic workforce planning and succession planning, ensuring IWDA has the capability, workforce profile and organisational structures needed to deliver its strategic priorities - You'll lead the review, development and implementation of IWDA's Remuneration Policy & Procedure, including salary reviews and benchmarking processes, and provide recommendations that support equitable, transparent and competitive remuneration practices Steward people policy, employee relations and industrial relations - You'll own IWDA's people policy suite, including drafting, consultation and implementation, ensuring that systemic biases are identified and eliminated - You'll oversee and support management of complex and sensitive employee relations matters, including workplace grievances, performance and conduct issues, workplace investigations and conflict resolution, using a fair, respectful and trauma-informed approach Lead employee listening, insights and accountability - You'll lead IWDA's employee listening and experience strategy, including employee lifecycle surveys, targeted pulse surveys, wellbeing and Inclusion@Work Index activities and translate insights into meaningful organisational action - You'll establish and maintain meaningful P&C metrics and workforce insights, presenting quarterly P&C dashboards and updates to ELT to support informed decision-making, identify emerging trends & risks and monitor progress against strategic priorities - You'll build relationships with relevant external organisations and sector networks to exchange knowledge and contribute to feminist, anti-racist and decolonial approaches to people management and organisational transformation	
People management and leadership	- You'll lead, support and develop your direct report, fostering accountability, collaboration, learning and continuous improvement - You'll strengthen organisational capability through learning, leadership development, manager support and initiatives that promote a learning, growth and solutions-focused culture - You'll build strong and constructive relationships within and across teams, value different ways of working - You'll model and support feminist and decolonial ways of working, and guide managers in addressing performance, conduct and workplace issues fairly and appropriately, seeking advice or escalating complex matters as required	15%

Special projects & continuous improvement	- You'll lead strategic P&C projects and organisational development initiatives that respond to employee feedback and organisational priorities, strengthening collaboration, communication, psychological safety, feedback mechanisms and organisational effectiveness - You'll drive continuous improvement across P&C systems, processes and reporting, and oversee optimisation of the HRIS and other P&C applications to improve employee experience - You'll identify systemic bias and barriers within P&C processes and take practical measures to strengthen fairness, equity, dignity, safety and inclusion across the employee lifecycle - You'll use workforce data, employee insights and organisational learning to identify emerging workforce trends and opportunities, and continuously improve P&C strategy, policies and practices	20%
Culture, wellbeing & ways of working	- You'll lead IWDA's River of Change and culture transformation agenda, supporting the organisation to continue to embed equity, accountability, inclusion, dignity and decoloniality across our culture, policies, systems and ways of working - You'll champion anti-racist, First Nations, LGBTIQ+, gender-diverse and intersectional inclusion, including initiatives that strengthen representation, belonging and equitable participation across IWDA - You'll support a safe, respectful and inclusive workplace by responding to employee concerns and incident management and acting as a Respect & Dignity at Work contact officer, using a victim-centred and trauma-informed approach where appropriate - You'll act as a trusted advisor to the Women of Colour network - You'll lead psychosocial risk management and support the organisation to identify, assess and mitigate people-related risks and build capability for safe and sustainable ways of working - You'll facilitate and support organisation-wide processes, activities and spaces that strengthen connection, culture, collaboration and shared understanding through periods of change and transformation by upholding the IWDA values and behaviours - You'll champion initiatives that strengthen employee experience, wellbeing, psychological safety, dignity and inclusion across IWDA	25%
Financial & compliance responsibilities	- You'll lead the development and effective management of the P&C budget, monitoring expenditure and escalating material variances or emerging financial risks as required - You'll ensure P&C policies, frameworks and practices align with relevant employment legislation, industrial instruments and organisational requirements - You'll support the organisation to identify and manage people-related compliance and organisational risks, escalating significant matters to the CEO as appropriate - You will complete compliance obligations outlined in IWDA Delegations Matrix	10%

Key relationships - who you will work with

Internal	External
- Executive Leadership Team - IWDA staff - Working groups - Women of Colour Network - Steering groups (IDEA, RoC)	External Advisors and Suppliers

What You'll Bring

Skills & Experience

- You are a Person of Colour with lived experience that informs your understanding of systemic inequity, racism, exclusion and power, and how these shape organisational culture and ways of working
- You have demonstrated success leading diversity, equity & inclusion initiatives or delivering organisation-wide culture transformation
- You have significant experience leading operational people & culture processes and services across the employee lifecycle
- You have experience developing and implementing people strategies, policies and frameworks that strengthen organisational effectiveness, equity, inclusion, dignity and accountability
- You have strong change management and organisational development experience, including leading complex change processes and supporting people through uncertainty and transition
- You have a strong understanding of the Fair Work Act, National Employment Standards and SCHADS Award
- You have a strong understanding of contemporary issues, challenges and practices relating to anti-racism, decoloniality, intersectionality, gender equity and inclusion

Studies show that women and people from underrepresented groups often only apply if they meet 100% of the selection criteria. If you are excited about this role but your experience doesn't align perfectly with every single bullet point, we strongly encourage you to apply anyway. We value growth, potential, and transferable skills.

Working Style & Collaboration

- You have proven ability to influence, build relationships and engage constructively with stakeholders at all levels, including staff, managers, ELT, the Board and external partners
- You can navigate complexity, competing priorities and differing perspectives while maintaining a clear focus on organisational values and strategic outcomes
- You bring a collaborative and relational approach to leadership, creating space for diverse perspectives, constructive dialogue and shared learning
- You can facilitate sensitive conversations about power, privilege, racism, inequity and organisational change with care, courage and accountability

Mindset

- You practise collective care, demonstrate inclusion and power awareness, and recognise how power and privilege shape workplace relationships, decisions and experiences
- You approach your work with curiosity, humility and a commitment to continuous learning and unlearning, including reflecting on your own positionality, assumptions and impact
- You can navigate ambiguity and discomfort, engage constructively with resistance to change and remain grounded in IWDA's values when working through complex organisational challenges

- You bring strong strategic, conceptual, analytical and critical thinking skills, with the ability to develop evidence-informed insights and implement practical solutions

What It Feels Like to Work Here

- Purposeful work: know that what you do contributes to advancing gender equality and creating meaningful change.
- Flexibility that works for you: hybrid working style, flexible work hours, shorter working hours, generous leave options
- Care is part of how we work: access to wellbeing support and EAP, progressive systems, tools and surveys for feedback, performance and reporting
- Room to grow: learn, develop and shape your career through professional development, new experiences and opportunities to try something new
- A place to be yourself: bring your whole self to work in a culture that values diversity, inclusion, equity and dignity.
- Competitive salary: sector benchmarked salaries and salary packaging up to \$18,200
- People who care: work alongside passionate, thoughtful and supportive people who care about each other and the change we're creating together.

Compliance & Safeguarding

International Women's Development Agency (IWDA) uses a mechanism in the Equal Opportunity Act 2010 (Vic) called the "Special Measures Exception" which aims to advance substantive equality for marginalised groups. We accept applications from women and other gender identities harmfully impacted by the patriarchy – in terms of employment and leadership opportunities – gender diverse, trans and non-binary people.

IWDA uses the term "women" to be inclusive of both trans and cis women. Likewise, IWDA welcomes people with different skills and life experiences, and encourages First Nations women, women from culturally and linguistically diverse backgrounds, women with disabilities, women from migrant and refugee backgrounds, trans, non-binary, and gender diverse people to apply. Preference will be given to applicants who have cultural heritage from one or more of the countries in which IWDA supports partners and/or Australian First Nations applicants

Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.

General Conditions

- Support and demonstrate IWDA's values and behavioural capabilities
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake a police check prior to commencement and every two years thereafter

Travel Requirements

Not applicable