

POSITION DESCRIPTION

POSITION TITLE:	People and Capability Business Partner
POSITION NUMBER:	6040
DIVISION / SECTION:	Professional Services/Human Resources
SUPERVISOR:	People and Culture Manager - 4976
CLASSIFICATION LEVEL:	PAT 9
SALARY RANGE:	\$131,384 to \$141,337 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	Up to 4
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Ability to obtain and maintain a current National Police Clearance and NT driver's licence.

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

Reporting to the People and Culture Manager (PCM) this role leads the development and implementation of organisation-wide people strategies across the employee lifecycle to strengthen culture, workforce capability performance, and organisational effectiveness at Menzies. It provides specialist HR advice to the PCM; People and Capability Advisors; Learning and Development Partner; people leaders, and the Senior Executive Team.

The position is accountable for designing and embedding people and capability frameworks that support current and future organisational performance, while influencing executive leaders to drive sustainable change. With a focus on organisational development and employee relations it ensures effective HR operations by implementing and delivering best practice people solutions and sound ER/IR advice.

Additionally, the position guides the development of processes, policy and procedure; identifies industrial risk and legislative compliance and provides specialist direction with complex case work.

PRIMARY RESPONSIBILITIES:

Under broad direction from the PCM, the Senior People and Capability Business Partner (SPCBP) will provide leadership across all aspects of HR service provision, and high-level professional advice, support and solutions on people strategy, organisational development, employee relations and workforce capability.

Organisational Development / People Strategy

1. In conjunction with the PCM develop and implement the People Plan, aligned to Menzies' strategic and operational goals, to enhance organisational capability, performance and employee experience across the employment lifecycle.
2. In conjunction with the PCM, act as a senior authority on organisational development, providing strategic advice to the Senior Executive Team and Management on:
 - o Organisational design and effectiveness
 - o Culture and engagement
 - o Leadership and workforce capability.
3. Lead organisational development and change initiatives related to key institutional strategies with cross-functional impact.
4. Contribute to Menzies overarching strategic people initiatives, including under the Strategic Plan and Aboriginal and Torres Strait Islander Employment and Career Development Plan.
5. Provide strategic direction and oversight of staff culture surveys, including design, implementation, and delivery to drive engagement and inclusivity.
6. Undertake analysis and insights of HR metrics to assist in preparing reports as required, highlighting issues and trends.

HR Operations / Service Delivery

7. Provide supervision, leadership and mentorship to People and Culture Advisors, maximising team effectiveness and developing a high performing team.
8. Support the delivery of high quality of human resource services and advice, including recruitment and selection, probation, learning and development, employee relations, employment legislation compliance, performance management, grievance and case management.
9. Contribute to and support the management of budgeting processes to ensure effective resource allocation within the HR division to deliver strategic and operational priorities.

Employee & Industrial Relations

10. Oversee and manage employee grievances or disciplinary and performance issues in a timely manner and if necessary, conduct investigations.
11. Lead investigations into complex cases where outcomes may have significant organisational, reputational or legal implications.
12. Support the PCM in Enterprise Bargaining negotiations and meetings; drafting EA clauses and Better Off Overall Tests and communicating effectively with bargaining representatives.

Policy, Governance & Compliance

13. Support the development, implementation, review and management of HR policies, procedures, and compliance with legislation, and provide strategic advice on risk mitigation.

Stakeholder Engagement

14. As required represent the HR team in strategic internal and external stakeholder engagements (e.g. unions, third party external suppliers).

15. Coach clients, present confidently, and manage client relationships.
16. In conjunction with PCM, provide strategic advice to senior leaders on legislative change and organisational implications.
17. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
18. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualifications relevant to human resources.
2. Extensive experience in designing and delivering strategic organisational development initiatives.
3. Significant experience in senior human resources roles with demonstrated ability to provide strategic advice on employee relations matters.
4. High-level communication skills and the ability to interpret and advise on applicable legislation, HR policies and procedures and Awards/Agreements.
5. Proven ability to lead and develop a small team of staff to deliver high-quality services.
6. Proven ability to build positive relationships and to collaborate and work effectively with people of diverse cultures and professions.
7. Highly proficient in the use of modern systems and technology, including MS Office, and intermediate Excel skills.
8. High degree of personal and professional ethics and integrity, and a high level of self-motivation and drive.
9. Excellent written and verbal communication skills.
10. Membership of an appropriate Human Resources or Management professional body.

Desirable:

1. Experience working with Aboriginal and Torres Strait Islander individuals and employees, particularly with a focus on initiatives that provide and enhance career and development opportunities.
2. Experience working in research, academic or educational-related environments.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Chief Operating Officer
DATE: 14 May 2026

PAT 9		
PACKAGE COMPONENT	Minimum Value PAT 9/1 (\$)	Maximum Value PAT 9/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 9)	131,384	141,337
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	18,394	19,787
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	9,100
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,811	1,811
Total Salary Package	160,057	172,035

