



Position Description

Position Title	Senior People and Culture Adviser
Department	People and Culture
Reports to	Director People and Culture
Direct Reports	People and Culture Adviser x 2 Talent Acquisition Officer x 2 People and Culture Assistant
Purpose and Objectives	<p>The Senior People and Culture Adviser is a key role within the People and Culture department and reports to the People and Culture Director. This role is responsible for providing expert HR advice, operational leadership, and ensuring the smooth, efficient, and compliant operation of People and Culture functions across the College.</p> <p>This role will drive collaboration within the People and Culture team and ensure the effective and efficient delivery of core HR functions, oversight of HR processes, systems, and workflow to ensure the effective delivery of employee relations, HR operations, compliance, and continuous improvement initiatives.</p> <p>As a trusted adviser to stakeholders and senior officers, the role provides guidance, quality assurance, and technical HR expertise while supporting the development of a high-performing People and Culture team and a culture aligned with the College's mission and values.</p> <p>This position is responsible for:</p> <ul style="list-style-type: none">• Managing and leading People and Culture operations staff in day-to-day service delivery, promoting operational excellence and high levels of accountability.• Managing and overseeing cyclical People and Culture processes such as contract management, compliance reporting, and award interpretation.• Ensuring compliance with Fair Work legislation, National Employment Standards, and relevant industrial instruments.• Providing expert advice and support across all areas of the employee lifecycle, including attraction, recruitment, onboarding, development, retention, and offboarding.• Delivering practical and timely support on a range of employee relations matters, including investigations, performance conversations, and workplace conflict resolution.• Coaching staff and leaders to ensure people practices align with College-wide objectives and regulatory requirements.• Contributing to the review and development of HR policies and procedures in line with best practice and legislative changes.• Overseeing and developing standard operating procedures to support standardisation of business processes.• Maintaining HR data integrity, confidentiality, and privacy, and providing insights



Position Description

	<p>through accurate reporting and analytics.</p> <ul style="list-style-type: none"> Contributing to a culture of continuous improvement within the People and Culture team.
<p>Key Accountabilities</p>	<p>Operational Leadership and Service Delivery</p> <ul style="list-style-type: none"> Lead the day-to-day operations of the People and Culture function, ensuring the delivery of high-quality, responsive, and compliant HR services across the College. Manage and coordinate workflow, priorities, and resources within the People and Culture team to ensure timely and effective service delivery. Provide operational leadership, guidance, and support to People and Culture team members, fostering accountability, collaboration, and professional excellence. Oversee the consistent delivery of core People and Culture processes across the employee lifecycle, including recruitment, onboarding, employment variations, performance management, and offboarding. Monitor service standards and identify opportunities to improve efficiency, effectiveness, and the employee experience. <p>Employee Relations and Workplace Support</p> <ul style="list-style-type: none"> Provide expert advice and support on employee relations matters. Support managers to effectively navigate workplace issues while promoting fair, consistent, and values-aligned people practices, and partner with leaders to address complex people matters in a timely, practical, and legally compliant manner. Assess and mitigate people-related risks, escalating significant matters and making recommendations where appropriate. <p>Compliance, Governance and Risk Management</p> <ul style="list-style-type: none"> Ensure compliance with Fair Work legislation, National Employment Standards, industrial instruments, organisational policies, and regulatory requirements. Oversee the interpretation and application of awards, employment conditions, and People and Culture policies to ensure consistency and legislative compliance. Monitor legislative and industrial relations developments and provide advice regarding organisational impacts and required actions. Support organisational compliance, audit, accreditation, and reporting requirements relevant to workforce governance. Maintain appropriate controls, documentation, and quality assurance processes to minimise organisational risk. <p>HR Operations, Systems and Reporting</p> <ul style="list-style-type: none"> Oversee the effective administration of HR systems, records, and data, ensuring accuracy, confidentiality, integrity, and compliance with privacy requirements. Lead the management of cyclical People and Culture activities, including



Position Description

	<p>contract administration, workforce compliance processes, and mandatory reporting requirements.</p> <ul style="list-style-type: none"> Analyse workforce data and provide meaningful insights, reporting, and recommendations to support informed decision-making. Identify and implement opportunities to enhance systems, processes, and operational effectiveness. <p>Stakeholder Partnership and Advice</p> <ul style="list-style-type: none"> Act as a trusted adviser to leaders and senior officers, providing sound, practical, and commercially informed people advice. Build effective working relationships that support collaboration, service excellence, and positive workforce outcomes. Coach and support leaders to ensure people management practices align with organisational objectives, legislative requirements, and College values. Represent the People and Culture function in operational and strategic discussions as required. <p>Team Leadership and Capability Development</p> <ul style="list-style-type: none"> Lead, mentor, and develop People and Culture team members to build capability, confidence, professional judgement, and technical expertise. Foster a collaborative, customer-focused, and high-performing team culture. Provide coaching, guidance, and quality assurance to support the delivery of consistent and accurate People and Culture advice. Contribute to workforce planning, capability development, and succession planning within the People and Culture team. <p>Continuous Improvement and Strategic Contribution</p> <ul style="list-style-type: none"> Drive continuous improvement initiatives that enhance People and Culture service delivery, systems, processes, and employee experience. Contribute to the development, review, and implementation of People and Culture policies, procedures, and operating frameworks. Support the Director, People and Culture in delivering strategic workforce initiatives and organisational priorities. Promote a people-first culture that reflects the College's mission, values, and commitment to excellence.
<p>Key Relationships</p>	<p>Internal: All employees and managers. People and Culture Director, Executive and Senior Leadership Team, People and Culture team members, Payroll, Finance department, and IT department.</p> <p>External: Lutheran Education Queensland, Lutheran Education Australia, recruitment agencies and talent suppliers, HRIS providers, relevant professional associations and education sector networks.</p>
<p>Committee</p>	<p>N/A</p>



Position Description

Membership	
Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1: Tertiary qualifications in Human Resources, Business, or a related discipline, together with a minimum of five years' experience in a senior HR advisory, business partnering, or team leadership role. Experience within the education sector or a similarly complex environment will be highly regarded.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Technical Human Resources Expertise</p> <ul style="list-style-type: none">• Strong knowledge of Australian employment law, industrial relations frameworks, and compliance requirements.• Demonstrated expertise in award interpretation, HR policy application, and contemporary HR practices.• Experience managing and improving HR operations, processes, and service delivery within a complex organisation.• Demonstrated experience using HRIS platforms, reporting tools, and maintaining HR data integrity. <p>SC3: Operational Leadership Capability</p> <ul style="list-style-type: none">• Demonstrated experience leading, coaching, and supporting HR practitioners to achieve organisational objectives.• Proven ability to coordinate competing priorities, manage workflows, and drive continuous improvement initiatives.• Demonstrated ability to balance strategic objectives with hands-on operational delivery while maintaining high-quality standards, remaining solutions-focused and adaptable. <p>SC4: Stakeholder Engagement and Communication</p> <ul style="list-style-type: none">• Highly developed interpersonal and communication skills, with the ability to influence, support, and build productive relationships with a diverse range of stakeholders.• Demonstrated ability to provide clear, accurate, and considered advice to senior leaders on complex people matters.• Proven ability to handle sensitive and confidential matters with discretion, integrity, professionalism, and sound judgement.• Commitment to building capability of team members and fostering a positive, collaborative environment.• Strong commitment to delivering a high-quality, people-centred HR service. <p>Personal capabilities</p>



Position Description

	<p>SC5: Demonstrated commitment to professional conduct, accountability, integrity, and respectful workplace practices consistent with the College's values.</p> <p>SC6: Demonstrated commitment to continuous improvement and professional development to reach own potential (Plus Ultra-More Beyond) and contribute to organisational objectives and a high-performing workplace culture.</p> <p>Christian Ethos</p> <p>SC7: An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
--	--

Job Details	
Position Status	Permanent
Hours of Duty	Full time – 38 hours per week
Classification	School Officer Level 7
Annual Salary	<p>\$113,018 - \$121,343 per annum plus superannuation [with superannuation \$127,427 - \$136,814 per annum]</p> <p>Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</p>
Superannuation	12.75% employer contribution
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068</p> <p>Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.</p>
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>



Position Description

Job Details	
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

Reviewed and approved by People and Culture: 3 July 2026