

SUCCESS PROFILE

Manager People and Culture

As at 17/08/2026

You will make a difference by	• Leading the delivery of IPC Health's 5 year 'Well at Work' Workforce Strategy, translating strategic priorities into practical plans, measurable outcomes and sustainable ways of working. • Providing strategic and hands-on leadership across the full suite of People and Culture functions, including workplace relations, people partnering, organisational development, recruitment, payroll, volunteers, wellbeing and workforce reporting. • Leading complex workplace relations matters with confidence, sound judgement and a strong understanding of legislation, enterprise agreements, policy and procedural fairness. • Building trusted relationships with leaders and teams, balancing strategic advice with practical, responsive support that enables effective people management and a positive employee experience. • Strengthening the People and Culture, payroll and volunteer functions so they are proactive, compliant, continuously improving and aligned to IPC Health's purpose and values, including through the effective implementation and adoption of HRIS modules.
To succeed, you will need	• Significant experience leading a broad People and Culture function, ideally in health, community services, not-for-profit or another complex, values-led environment. • Deep workplace relations capability, including employee and industrial relations, enterprise agreement interpretation, investigations, performance, conduct, change management and dispute resolution. • Demonstrated ability to lead, coach and develop a multidisciplinary team across people partnering, payroll, volunteer coordination and related People and Culture services. • Strong knowledge of relevant employment legislation, awards and enterprise agreements, with the ability to provide pragmatic, risk-aware advice to senior leaders and managers. • Capability to move confidently between strategic workforce planning and hands-on operational delivery, including resolving complex matters, improving processes and supporting day-to-day service needs. • Strong project management, reporting and evaluation skills to deliver the workforce strategy and monitor progress against agreed measures. • Experience leading or contributing to HRIS implementation, optimisation or module rollout, with the ability to translate business requirements into practical system improvements, user adoption and improved workforce reporting.

	• High emotional intelligence, judgement and communication skills, with the ability to influence, negotiate and build trust across all levels of the organisation. • A relevant tertiary qualification in human resources, employment relations, business or a related discipline, and a current Victorian driver's licence.
You will improve and promote One Team IPC Health by	• Acting with purpose, measuring our results, and celebrating achievements. (We make a difference.) • Going above and beyond, demonstrating understanding and respect for our communities and each other. (We are passionate.) • Learning, experimenting and innovating. (We are creative.)
We will contribute to your success by	• Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	• Workforce Strategy priorities are translated into annual action plans, delivered on schedule and reported against agreed measures. • HRIS modules are implemented in partnership with key stakeholders, with clear business requirements, effective change management, strong user adoption and improved data quality, workflow efficiency and workforce reporting. • People and Culture reporting, Board and Executive papers, workforce metrics and required organisational submissions are accurate, timely and delivered in line with agreed deadlines. • People and Culture team members are clear on priorities, supported through regular feedback and coaching, and demonstrate a collaborative, accountable and service-oriented approach. • Executive and senior leaders receive timely, pragmatic and risk-aware advice on complex people matters, workforce risks and change priorities. • The Manager is regarded as a trusted partner who balances strategic workforce priorities, operational realities, legislative obligations and IPC Health's values.

Contract Type	Ongoing
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Team	People and Culture	
Reports to	General Manager People, Governance and Community	
Key relationships	- Executive Leadership team - Leadership team - People and Culture team	
Location	Works across all campuses. The employee may reasonably be required to travel and work at other locations dependent on the need of the business.	
Vaccination category	Category C	
Compliance	Standard	Action / Requirements
	OH&S	Performance work in a manner that complies with IPC Health's OH&S obligations and adds to a safety culture for all
	Child Safety Standards	A proactive approach to ensuring the safety, wellbeing, and inclusion of all children, in line with our legal and ethical obligations. Must demonstrate a strong understanding of child safety principles and uphold these values in all aspects of their work.
	WWCC	Must maintain a valid employee check and list IPC Health as their employer
	Police Check	Must maintain a valid check
Systems required for role and access level	iChris	Click or tap here to enter text.
	Martian Logic	Click or tap here to enter text.
	VHIMS	

Our Purpose

We improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

