
PEOPLE BUSINESS PARTNER

SEPTEMBER 2026

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POSITION SUMMARY

Location:	Parkville (Hybrid 2-3 days onsite), with regular travel to Orygen headspace sites		
Functional area:	People Experience and Wellbeing		
Classification/ Salary:	Up to \$132,000 base, dependent on qualifications and experience + 12% super + access to \$15,900 NFP and meals/entertainment salary packaging		
Job level:	4		
Reports to:	Chief People Officer		
Employment type:	Full-time (1.0)		
Employment length:	12-month contract		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

The People Business Partner will work proactively with the leadership team and employees in designated functional teams to ensure that the people needs of the organisation are met. They will assess and anticipate Human Resources/Employment Relations/Industrial Relations needs, and through collaborative partnerships with leaders across the organisation, deliver value-added service to management and employees in line with our strategic direction. They will contribute to the People Partnering reporting, and lead and support project work carried out by the People Experience & Wellbeing team.

People Experience and Wellbeing

The People Experience and Wellbeing (PEW) team has 10 professionals supporting around 600 staff employed by Orygen and the University of Melbourne who work under the Orygen brand. The team delivers specialist capability across business partnering, workplace relations, talent acquisition, reward, organisational development, workplace health and safety and volunteer engagement.

The team supports both clinical and non-clinical workforces across geographically dispersed locations throughout Australia.

REVOLUTION IN MIND

POSITION FOCUS

	Key responsibility area	Percentage
1	Business Partnering & PEW Projects	65%
2	Workplace Relations	20%
3	Reporting	5%
4	Other	10%

POSITION KEY RESPONSIBILITY AREAS

1. Business Partnering

- Partner with leaders to anticipate people needs, identify workforce risks and opportunities, and translate strategy into action.
- Promote effective ways of working and agree appropriate local-level interventions to maximise opportunities, respond to trends and emerging business issues, support change and manage risk.
- Support our leaders to develop and execute action planning initiatives identified through engagement surveys and pulse surveys.
- Provide initial advice and support to client groups on safety and wellbeing-related items, including reporting, incident and injury management, return to work and issues resolution.
- Work within a business partnership model to understand client needs, and provide professional business-focussed advice, support and guidance to designated client groups.
- Provide proactive support and advice for case management of employee ill health/mental health issues, performance management, conduct issues, grievances and investigations driving positive changes in the management of people and performance.
- Escalate high risk and/or sensitive matters to the Chief People Officer in a timely manner.
- Coach managers to have better conversations: on performance, development, wellbeing and team culture.
- Lead and coordinate key annual people processes in client groups (e.g., performance cycles, engagement action planning).
- Collaborate with Talent Acquisition partner on workforce planning, ensuring the right capability is in place to deliver.
- Constructively challenge decisions that aren't in the best interests of the organisation or its people.

2. Workplace Relations

- Manage and resolve complex employee relations matters, from grievances and performance issues through to formal investigations.
- Provide expert advice on state and federal employment legislation, Enterprise Agreements, Modern Awards, and Orygen's people's policies with a focus on practical, risk-informed outcomes.
- Maintain effective union engagement — building constructive relationships with representatives while protecting the organisation's interests.
- Drive consistent, high-quality performance management practice across client groups.
- Contribute to ER/IR policy development and ensure currency with legislative change.
- Champion effective use of the Employee Assistance Program across client groups.

3. Reporting

- Contribute to the development and management of the people partnering metrics ensuring that they provide engaging insights to influence and support business requirements and strategies.
- Contribute to the collation of People Experience and Wellbeing team reporting requirements for the ELT, People and Remuneration Committee, and the Board.
- Strategically interpret data and provide insights, recommendations and improvements as identified.

	As required, develop bespoke and purposeful people partnering reporting for client groups, senior leaders and the broader people team.
Other	- Mentor and coach the People Assist team, supporting their development and HR capability. - Share knowledge and collaborate across the PEW team to ensure consistent, high-quality service delivery. - Lead or actively contribute to broader people projects and initiatives as agreed with the PEW leadership team. - Escalate high-risk or sensitive matters to Chief People Officer in a timely manner. - Maintain a safe environment and ensure staff and visitors to Orygen-managed sites do not take unnecessary risks. - Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

EDUCATION / QUALIFICATIONS

Essential	Tertiary qualification in human resources management or equivalent.
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EXPERIENCE / SKILLS

Experience / skills	- Extensive experience as a people business partner in complex organisations. - Proven experience in influencing senior leaders with a proactive and collaborative approach. - Extensive IR/ER/HR knowledge of relevant state and federal industrial relations, the Modern Award framework and other employment-related legislation. - Solid experience in working with unions and internal union delegates. - Highly developed oral and written communication skills with the ability and confidence to address complex and sensitive people issues across all levels of an organisation. - Experience in developing and maintaining positive and professional working relationships with a range of internal and external stakeholders. - High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome. - Experience in reporting, compiling and analysing data. - Ability to interpret data and provide commercial insights and recommendations for continual improvement. - Sound judgement and capability to balance risk and commercial outcomes. - Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly. - Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast-paced environment. - Proficiency in the use of the Microsoft Office suite of applications and HRIS software. - Sector experience working within science, health, research, not for profit or similar would be beneficial.
Personal attributes	- A leader, business partner and change agent, with the ability to build high-trust relationships at executive level in a diverse and complex environment. - Emotionally intelligent, can challenge the status quo in a respectful way to implement change and new ways of working. - Highly collaborative, will contribute to positive team and organisational culture. - An ability to work under pressure and manage competing priorities. - Highly organized and resilient, demonstrates initiative and is outcome focused.

	• Can quickly grasp concepts, work in the detail but also the bigger picture. • Excellent verbal and written communication skills. • Flexible and adaptable to changing work requirements. • A positive attitude, a sense of humour and fun.
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KEY RELATIONSHIPS

Internal	• People Experience and Wellbeing team • Executive Leadership Team • Managers and supervisors • Employees • Internal support functions e.g., Marketing, Corporate Services, Business Technology Solutions and Finance • Health & Safety Representatives • Union delegates
External	• Unions • External vendors • University partners • Partner Organisations • People project suppliers and deliverers

SPECIAL REQUIREMENTS

• Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. • A current Victorian driver's licence. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.
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SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen. In addition, employees are expected to: • Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. • Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able. • Follow policies, training and guidelines related to workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events. • Be committed to promoting and protecting the safety and wellbeing of all children and young people and embedding safeguarding practices into all our programs and services. • You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.
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ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]