

## Information package – People and Culture Advisor

Australia's National Research Organisation for Women's Safety (ANROWS) is seeking a People and Culture Advisor who will play a critical role in supporting the organisation's people strategy and change management processes by supporting, and providing advice on, employee relations, performance management, HR policy development, and people project management initiatives. This is a hands-on, generalist role suited for a values-aligned HR professional looking to make a tangible impact within a for-purpose setting.

### About ANROWS

ANROWS is an innovative research organisation established as an initiative of Australia's first *National Plan to Reduce Violence against Women and their Children 2010–2022* by the Commonwealth Government and all state and territory governments of Australia.

Our primary function is to build the evidence base that supports ending violence against women and children in Australia. ANROWS is embedded in the National Plan architecture and will continue to deliver and develop this function across the next decade under the [National Plan to End Violence against Women and Children 2022–2032](#).

As a registered harm prevention charity and deductible gift recipient, ANROWS also runs a research program funded by philanthropic funds (the ANROWS Research Fund to Reduce Violence against Women and their Children), and is periodically contracted by service providers and other government stakeholders to conduct evaluation and research projects.

### About the position

This position is a full-time, fixed-term contract for 12 months (will consider part-time for the right candidate). The salary band for this role is between **\$124,506 and \$127,491** per annum (pro rata if part-time), plus 11.5% employer contributions to the employee's chosen superannuation fund, with the option to salary sacrifice. ANROWS staff are entitled to four weeks' pro rata annual leave, in addition to personal and sick leave.

### Key responsibilities

- Provide expert guidance on employee relations matters, ensuring compliance with Australian employment legislation and Fair Work practices.
- Support the end-to-end performance management process, including advising managers, performance improvement planning, and documentation.
- Lead and contribute to key People & Culture projects and initiatives, with specific focus on revised remuneration and reward frameworks.
- Develop, review, and implement HR policies and procedures aligned with best practice and relevant

legislation.

- Act as a trusted advisor to leaders on people-related matters, including conflict resolution, delivering feedback and fostering a positive and proactive workplace culture.
- Collaborate with the broader People & Culture team on recruitment, onboarding, training, and diversity and inclusion programs.
- Work with the Head of People & Culture to build out the organisation's training and development framework and schedule.
- Maintain accurate employee records and contribute to HR reporting and compliance requirements.

## Selection criteria

### Essential

- Minimum 3–5 years' experience in a similar HR role, ideally within a not-for-profit, public sector or values-driven organisation.
- Strong knowledge of Australian employment law and the Fair Work system.
- Proven experience managing ER/IR matters and performance management processes with empathy and integrity.
- Demonstrated success in managing and delivering HR projects from initiation to completion.
- Excellent written and verbal communication skills, with the ability to engage and influence stakeholders at all levels.
- Strong communication and presentation skills to effectively convey complex information to various stakeholders.
- Experience with HR systems and data analysis tools.
- High level of discretion and emotional intelligence.
- Excellent problem-solving skills and ability to adapt in a change environment.

### Desirable

- Passion for people, culture, and social impact.

## Further information

Any questions regarding the position should be directed to: [lauren.winters@anrows.org.au](mailto:lauren.winters@anrows.org.au)

**NB: Do not send applications to this email**

## How to apply

Recruitment for this position is on a rolling basis so please submit your application as soon as possible.

To be considered, please include the following in your application:

- **A covering letter** outlining why you believe you are a strong fit for this role.
- **Your CV**

### **Criminal history check**

The successful applicant will be offered the position subject to a criminal history check (also known as a National Police Check).