

Position Title	Senior People & Culture Advisor
Portfolio	CEO
Division	People & Culture
Department/Cost Centre	People & Culture - 04300
Classification	Specialist Staff Level 7
Position Number/s	102465
Reporting to	Manager – People & Culture
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The People & Culture team lead our employee capability, purpose and values that assists South West TAFE in achieving its strategic plan. We do this by:

- Developing strategies designed to attract, retain and engage our workforce;
- Supporting our employees with recruiting, corporate inductions and professional development events;
- Promoting and developing a safe and positive culture across the organisation;
- Modelling a practice of engagement and collaboration with our staff;
- Managing employee payroll, WorkCover and return to work activity.

Position Overview (Your Opportunity)

The Senior People & Culture (P&C) Advisor provides advice to all executives, management and staff across South West TAFE. As the primary source of expert advice and information within the P&C department, the Senior P&C Advisor acts in an advisory and interpretative role providing comprehensive professional advice, confidential direction and ongoing support around recruitment and selection, contract and employment administration, management support and employee relations. The Senior People & Culture Advisor will work closely with the P&C Advisors, as part of a close knit, functional People & Culture team.

The Senior P&C Advisor works with a level of autonomy depending on specific strategies being supported with, maintaining a specialist and comprehensive knowledge of South West TAFE policies and guidelines, employment awards and agreements, legislation and contemporary human resource issues.

Key Accountabilities

All our South West TAFE people are required to act and work in the best interest of the organisation, as such every employee has accountabilities to uphold for both their position and the wider organisation. These accountabilities include but are not limited to:

Your Position

- Provide timely operational HR advice, support and business partnering to executives, managers and employees in workforce planning, job design, recruitment and onboarding, employee relations, performance management, remuneration, conflict resolution and offboarding.
- Respond to all employee requests for information relating to terms and conditions of employment, award and agreement entitlements, allowances, leave accruals, staff kiosk and other related matters.
- Implement talent strategies to attract, recruit, select, develop and retain quality professionals.
- Act in an advisory and interpretative role, using specialised knowledge, experience and expertise in day-to-day work requirements, providing information, direction and guidance to management and staff.
- Provide advice and training to managers on recruitment strategies.
- Coordinate the identification of critical roles and participate in the implementation of an organisation-wide talent and succession planning strategy.
- Oversee SWTAFE's WorkSafe obligations including premium calculation and impact whilst also working closely with the RTW Coordinator and OHS Officer to ensure successful and sustainable RTW practices.
- Serve as a point of escalation for the P&C Advisors on complex Employee Relations (ER) matters, offering expert guidance and resolution strategies to managers and employees.
- Assist with realignment processes, including planning, consultation, documentation and compliance with relevant legislation and organisational policies.
- Collaborate with the Occupational Health and Safety (OHS) team to support the development and implementation of psychosocial risk prevention plans aligned with current legislative requirements.
- Support the Manager of People and Culture with strategic and operational project work, contributing to planning, execution and evaluation phases.
- Research, develop and implement guidelines and procedures relevant to divisional operations and maintain quality assurance processes to ensure compliance with relevant legislation, policy and procedure and the SWTAFE Code of Conduct.
- Ensure continuous improvement of People & Culture systems and processes through the review, development and implementation of relevant SWTAFE policies and guidelines, contributing to the development of organisational systems, policies and procedures when required.
- Prepare reports as required to ensure all entitlements and requirements have been met and correctly determined.
- Act in the capacity of HRMIS systems moderator, making structural and data changes in alignment with organisational structure updates.
- Support the Workforce Development Officer with the implementation of innovative training and strategies to build sustainable organisational capability, including running training sessions for our people.
- Maintain a comprehensive knowledge of SWTAFE policies and guidelines, employment awards and agreements, legislation and contemporary human resource issues. Engage with HR professionals and organisations to maintain an understanding of current employee/industrial relations issues and legislative changes, ensuring the development and maintenance of best practice HR principles.
- Manage and ensure data integrity of records relating to the employment of South West TAFE employees.
- Directly assist the Manager in the Enterprise Agreement (EA) bargaining process, including clause interpretation and communication to our people.
- Gain feedback on exiting employee data as per cessation guidelines, reporting on issues raised by the P&C Advisor to the relevant manager.
- Deputise for the Manager of People and Culture and make operational decisions in their absence during extended leave (excluding payroll and budget oversight).

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and guidelines including the SWTAFE Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive relevant work experience in a HR environment, with demonstrated capacity to undertake a comprehensive range of HR generalist functions
- Highly developed interpersonal skills, including the ability to deal with issues of a confidential and sensitive nature, and the ability to establish trust and build strong relationships, in order to provide a high level of general and tailored HR support and advice to all levels of the organisation
- Demonstrated knowledge, practical experience and interpretative capacity to advise and support the organisation on a broad range of HR matters
- Demonstrated initiative and the ability to articulate issues, including well developed analytical, problem solving and research skills necessary to identify appropriate and relevant strategies to problems
- A proactive and level-headed approach with proven time management, ability to meet deadlines, achieve goals and to work concurrently on multiple tasks and work schedules, whilst ensuring a high level of attention to detail
- A willingness to contribute positively to the People & Culture operational goals and in-turn assist with the strategic direction of the Institute as a whole

Qualifications and Requirements

Mandatory requirements

- Relevant Degree and relevant post graduate qualification and experience; or a combination of lesser formal qualifications combined with substantial experience and specialist expertise or broad knowledge in technical and administrative fields
- Substantial experience using Microsoft Office products, HRIS and e-recruitment systems, Internet based applications and database management software
- Employee Victorian Working with Children and satisfactory Police Check
- Full Driver's License

Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Lotty Cook	21/10/2025
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		
Agreed by	Employee		