

## POSITION DESCRIPTION

# People & Culture Advisor

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.



## POSITION DESCRIPTION

<b>Title</b>	People & Culture Advisor	<b>Location</b>	Sydney, NSW
<b>Report to</b>	Senior People & Culture Partner	<b>Direct report(s)</b>	None

### Purpose & Impact

This is a blended HR Operations and Advisory role within the People & Culture team at ReadyTech. You'll work closely with people managers and team leads across the business, providing day-to-day HR guidance while also owning key operational processes that keep our people function running smoothly.

You'll be the go-to person for managers navigating people matters, while also shaping the processes and practices that help ReadyTech scale.

### Key Responsibilities

#### HR Advisory

- Act as a first point of contact for people managers, providing practical advice on HR policies, procedures, and their interpretation
- Apply working knowledge of Australian employment legislation (including Award interpretation, Fair Work Act obligations, and Occupational Health & Safety requirements) with support from Senior Team Member if needed
- Support and guide managers through employee relations matters, including performance management, disciplinary processes, and workplace investigations, escalating more complex cases where appropriate
- Promote consistent application of HR policies across the business, flagging risks and escalating where appropriate

#### HR Operations & Compliance

- Maintain accurate and compliant HR documentation, including employment contracts, letters, and variations
- Manage and improve HR processes, templates, and workflows to drive efficiency and consistency
- Ensure compliance with employment legislation, Fair Work obligations, and internal policy frameworks
- Contribute to audits, compliance reviews, and policy updates as required



## Collaboration & Projects

- Contribute to P&C team projects including process improvement initiatives, system enhancements, and policy reviews
  - Support organisational change activities with clear communication and effective stakeholder engagement
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## Requirements

### Skills

- Strong attention to detail and outcome-focused
- Effective communicator with both internal and external stakeholders
- Demonstrated experience providing professional, accurate, timely HR advice and end-to-end case management on workplace relations matters
- A self-starter with a passion for making a difference — you take initiative and see things through
- Well organised with strong time management skills and the ability to effectively prioritise competing demands
- Critical thinker and problem solver — whether resolving employee matters or designing better processes
- Thrives in a fast-paced, ever-changing environment and adapts quickly to new situations
- Passion for tech and a high level of learning agility
- Experience leading and participating in project groups to deliver people management and workplace relations initiatives is desirable

### Knowledge

- Strong understanding of the employee lifecycle and general HR processes, policies, and procedures
- Practical application of Australian employment legislation, Awards, and industrial instruments
- Tertiary qualification in HR, Psychology, Business, or a related field

### Experience

- 3-4 years in a similar role in HR advisory or generalist role
  - Strong foundations in practical HR application across employee lifecycle
  - Exposure to HR process improvement projects
  - Experience in a scaling, founder-led, or start-up tech company is desirable
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