

POSITION DESCRIPTION

People & Culture Partner

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

Title	People & Culture Partner	Location	Sydney
Report to	Senior People & Culture Partner	Direct report(s)	None

The purpose of this role

This role bridges the operational HR support provided by the P&C Advisor and the strategic direction set by the Senior P&C Partner.

You will bring practical expertise across the full employee lifecycle partnering with leaders on everything from complex employee relations and coaching through to organisational change

The key responsibilities of the role

- Serve as trusted primary point of contact for people managers on all HR matters across employee lifecycle
- Provide expert guidance on HR policies, procedures, and their practical application
- Apply working knowledge of Australian employment legislation, including Award interpretation, Fair Work Act obligations, and WHS requirements to apply best-practice advice and enhance P&C frameworks
- Proactively identify emerging people risks and trends across the business and develop practical intervention strategies
- Manage employee relations matters end-to-end including performance management, disciplinary processes, conflict resolution, and grievances
- Build trusted relationships with managers and coach them to accelerate their growth as leaders
- Coach managers through complex people challenges across performance, conflict, and handling difficult conversations
- Contribute to P&C team projects across process improvements, policy reviews, and system enhancements
- Analyse people data to surface trends and share targeted insights with business leaders
- Support change management by partnering with Leadership team to plan and communicate organisational changes with clarity
- Work closely with the P&C Advisor to ensure a joined-up employee experience across operational and strategic HR touchpoints
- Support the Senior P&C Partner on initiatives that underpin the delivery of the People Strategy

The ideal candidate will have these:



1. Skills	<ul style="list-style-type: none">• 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• Well organised with strong time management skills and the ability to effectively prioritise competing demands• Thrives in a fast-paced, ever-changing environment and adapts quickly to new situations• Experience leading and participating in project groups to deliver people management and workplace relations• Comfortable working with people data and translating it into practical recommendations• High learning agility and passion for working inside a tech business• Proficient in leveraging emerging technologies and AI tools to enhance HR processes and decision-making
2. Knowledge	<ul style="list-style-type: none">• Solid working knowledge of Australian employment legislation, Awards, and Fair Work Act obligations• Strong understanding of the full employee lifecycle and associated HR practices• Tertiary qualification in HR, Psychology, Business, or a related field
3. Experience	<ul style="list-style-type: none">• 3 to 5 years in an HR generalist, HR advisor, or HR business partner role• Demonstrated experience managing employee relations matters end-to-end• Track record of coaching managers through performance, conflict, and team dynamics• Experience delivering cyclical HR processes such as performance reviews and modern award reviews