



Title	Principal People & Culture Business Partner	Classification	Level 7
Number	Generic	Group	Corporate Support
Reports to	Manager People and Culture Business Partnering	Division	People and Culture
Supervises	1	Branch	

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The People and Culture business unit is dedicated to shaping a modern, inclusive, and high-performing workforce that aligns with organisational goals and values. It oversees the full spectrum of workforce functions, including strategic workforce planning, skills and capability development, talent acquisition and retention, employee experience and diversity initiatives, payroll, industrial relations, and work health and safety. Through innovative practices and robust governance, the unit ensures compliance, fosters engagement, and delivers a compelling Employee Value Proposition that attracts and inspires talent across a diverse employment landscape.

Position Overview

Provides senior-level strategic people and culture consultancy, partnering with business leaders to deliver initiatives that strengthen organisational capability and workforce outcomes. The role offers expert advice on complex ER/IR matters, leads strategic workforce projects, and plays a key role in shaping and operationalising people strategies across the organisation.

Position Responsibilities

- Gains a deep understanding of business areas and develops a trusted partnership with key stakeholders to successfully design and enable optimal workforce performance through enabling effective implementation of workforce strategies and effective resolution of workforce issues.



- Partner with senior people leaders across the employee lifecycle - recruitment, onboarding, performance, development, and separation - to provide strategic coaching, advice, and support that builds leadership capability and drives positive workforce outcomes.
- Empowers and builds capability of leaders to manage workforce risks, people and culture issues, and develop practical, evidence-based solutions.
- Act as a trusted advisor on strategic workforce issues, helping leaders anticipate challenges, manage risks and align people initiatives with organisational priorities.
- Provide expert advice and case management on complex IR/ER matters including misconduct, performance, fitness for work, and grievance resolution.
- Interpret and apply employment legislation, industrial instruments, policies and procedures to ensure fair, consistent and compliant outcomes.
- Leads the development and delivery of strategic workforce plans and capability initiatives that enable future workforce readiness.
- Undertakes workforce planning activities for portfolio client divisions and provision of classification advice/reviews for broad banded positions.
- Provides workforce reports and information, identifying emerging trends to anticipate and resolve issues and enable informed decision making.
- Provides coaching to managers that strengthens management and leadership skills and knowledge across the organisation.
- Undertakes high level research and analysis of human resource matters and prepares relevant papers and reports.
- Facilitates workshops, training and engagement sessions on people and culture topics including managing underperformance, and workforce planning.
- Translate people and culture strategies, plans, policies and programs for deployment to the business, supporting clients in implementation and measuring effectiveness.
- Supports leaders in implementation, evaluation and continuous improvement of people initiatives.
- Promote the effective use of data and insights to support executives, managers, and team leaders in decision-making.
- Ensure accurate and timely management of employee information, maintaining strict confidentiality and compliance with privacy requirements.
- Assess and deliver timely, relevant data and insights on the effectiveness of people and culture strategies and practices, recommending improvements to enhance service delivery and leadership capability.
- Participates in change management activities that contribute to the achievement of organisational cultural and strategic objectives.
- Assess organisational health and effectiveness and lead or support change management initiatives, with a focus on culture, leadership, talent, diversity, and capability, to achieve strategic objectives.
- Build and maintain strong, trusted relationships with internal and external stakeholders.
- Represent People & Culture on committees, working groups and projects.



- Maintains contemporary knowledge of people and culture trends, innovation, workforce data insights and legislative changes to strengthen partnering capability and inform advice.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Apply experience and knowledge in the provision of senior people and culture business partnering services including attraction and retention, workforce planning and performance and conduct in a complex organisational environment.
 2. Apply well-developed interpersonal and communication skills with the ability to lead, coach and influence others, including effective negotiation and consultation with a range of stakeholders.
 3. Manage competing priorities, work effectively within a team environment and contribute to achieving business outcomes through being agile, curious and focused on solutions.
 4. Ensure that workforce management practices are aligned with organisational strategy, values and policies and procedures.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

13 April 2026