



<b>Title</b>	People and Culture Strategy and Performance Coordinator	<b>Classification</b>	Level 7
<b>Number</b>	946498	<b>Group</b>	Corporate Support
<b>Reports to</b>	Head of Human Resources	<b>Division</b>	People and Culture
<b>Supervises</b>	0	<b>Branch</b>	

## 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

Leads and coordinates the delivery of initiatives aligned to the organisation's people and culture plans to achieve workforce outcomes.

## Position Responsibilities

- Manages the coordinated development, implementation, monitoring and reporting of strategic workforce, diversity and inclusion plans, ensuring effective governance, stakeholder engagement and delivery of diverse and inclusive workplace outcomes.
- Facilitates and coordinates the delivery of initiatives within the organisations People and Culture strategy; Diversity and Inclusion Action Plan; Disability Access and Inclusion Plan; Reconciliation Action Plan; Multicultural Plan and organisational Learning, training and Development plan.



- Leads the development, monitoring and reporting on people and culture initiatives to track progress, identify risks and support effective delivery outcomes.
  - Partners with People and Culture Business Partners, subject matter experts, managers and key stakeholders to design and deliver coordinated interventions, that strengthen organisational health, effectiveness and performance.
  - Models and promotes a highly responsive customer service focussed culture to ensure workforce business requirements are met within agreed timeframes.
  - Manages and provides leadership of project resources to deliver major projects and business improvement and transition strategies and ensure the appropriate application of project management principles.
  - Leads the development and review of policies and procedures related to governance, risk management and people and culture strategies.
  - Provides high-level strategy and policy advice, supporting on strategic people and culture issues including transformation initiatives.
  - Developing and maintains a comprehensive people and culture governance framework that is fit for purpose supported by policies, procedures and frameworks.
  - Assists in ensuring the Insurance Commission meets its statutory obligations in relation to strategic human resource management.
  - Provides high level advice to management to build a high performing workforce in a supportive and changing work environment.
  - Identifies and partners with other functions in People and Culture and the broader Corporate Strategy and Performance team to drive continuous improvement initiatives that enhance service delivery and organisational capability
- 

### **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.
- 

### **Work Related Requirements**

Capability to:

1. Provide strategic people and culture advice and business partnering support in a complex organisational environment.
2. Influence, coach and negotiate with stakeholders at all levels to support the delivery of people and culture initiatives.
3. Manage multiple and competing priorities, work effectively within a team environment and contribute to achieving business outcomes through being agile, curious and focused on solutions.



4. Lead cross-functional teams without direct reporting relationships to drive initiatives and contribute to a high-performing team environment.
- 

**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)
- 

**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