



POSITION DESCRIPTION

Senior People & Culture Officer (IR/ER)

Position	Senior People & Culture Officer (IR/ER)
Employment	Permanent, Full Time
Location	South Melbourne Office (with regular work on client sites)
Reports to	Managing Director

ORGANISATION

The BelRose Group is a dynamic and results oriented business with extensive experience in leading, coaching and developing executive teams to achieve corporate objectives.

The BelRose Group works with a diverse range of clients across Australia and specialises in Organisational Redesign, Strategy, Executive Remuneration & Benefits, Investigations, Recruitment & Selection, Workers Compensation and Industrial/Employee Relations (including representation in the Fair Work Commission and WorkSafe).

The BelRose Group is a boutique organisation specialising in Strategy and People & Culture, with extensive experience in:

- Organisational Redesign
- Strategic Planning, Strategy Development & Implementation
- Team Building & Leadership Coaching
- HR Strategies Formulation
- Employer of Choice initiatives
- Contract Development & Negotiations
- Recruitment & Selection
- Industrial Relations expert
- Change Management
- CEO/People Leader
- Board Governance
- Business Improvement
- Audits & Investigations
- Mediation and Facilitated Discussions
- CEO Key Result Area development
- Employment contracts
- Employee Relations & Retention
- Operations Management
- Policy & Programme Development
- Performance Management (Development of Frameworks, educating management & staff and coaching for management)
- Staff Development Programs
- Learning & Development Frameworks (development & delivery)
- Competency, Classification & Capability Frameworks
- Training, Mentoring, & Coaching
- Job Design, Evaluation & Remuneration Specialist
- Governance and Compliance
- Employment Legislation, Regulation and Award interpretation
- Workplace Investigations
- Workers Compensation complex case management
- Behavioural profiling



VALUES

Kindness	Friendly, generous, and considerate to others and yourself
Respect	Value and honor others, recognise everyone is different
Choose Your Attitude	Demonstrate a positive approach, appropriate behaviours and teamwork
Honesty	Be truthful and trustworthy
Customer Centric	The BelRose Group client is the core of everything we do to ensure the delivery of a positive experience and to maintain long-term relationships

POSITION

The **Senior People & Culture Officer (IR/ER)** plays a key role in delivering high-quality, practical and values-aligned industrial and employee relations advice to **The BelRose Group's** diverse client portfolio. Working under the guidance of senior practitioners, the role supports our clients to manage complex people and workplace matters, strengthen industrial compliance, resolve employee relations issues, and build respectful, effective and sustainable workplaces.

The role operates across a range of organisational contexts, industries and workforce profiles, requiring sound judgement and adaptability. It involves working within varied industrial instruments, legislative frameworks and organisational settings, and contributing to tailored, fit-for-purpose solutions that reflect each client's operating environment, risk profile and obligations.

DUTIES

Primary Tasks

- Under direction and guidance of the BelRose senior practitioners (Head of IR, Head of ER and/or Managing Director) deliver People & Culture support across **The BelRose Group's** client portfolio, including:
 - providing practical IR/ER and broader People & Culture advice;
 - work with The BelRose Group clients on complaint and grievance resolution matters;
 - provide assistance with Job Design and Position Description development and organisational redesign;
 - conduct HR systems and process audits;
 - analyse and report on client data and information;
 - to develop, administer and report on client surveys;
 - support and scripting of employee Performance Development discussions for clients; and
 - drafting IR/ER correspondence, letters, scripts and supporting documentation.



- Work with **The BelRose Group** clients to provide workers compensation claims support and administration, ensuring compliance with strict legislative requirements and timeframes.
- Work collaboratively with Recruitment Lead and Operations Manager to provide back up support as required.
- Develop meaningful relationships with **The BelRose Group** clients to gain their trust and respect.
- Participate in special projects as directed by the Managing Director.
- Provide back-up scribing support for client interviews and related meetings, as required.
- Other duties commensurate with skills and experience, as assigned by the Managing Director, Head of IR and Head of ER.

ATTRIBUTES

- First and foremost, align yourself with **The BelRose Group** Values.
- Foster a team approach to problem solving.
- Provide effective communications that promotes positive relationships across The BelRose Group suite of clients.
- Support a collaborative workplace culture.
- Ensure compliance with work health and safety legislation.
- Contribute to The BelRose Group continuous quality improvement and organisational growth.

SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualifications in Human Resources, Investigative Services or Work, Health & Safety.
- Sound experience in a similar senior People & Culture/Human Resources role.
- Demonstrated experience representing organisations in the Fair Work Commission.
- Experience in providing IR advice/support and Award/Industrial Agreement interpretation.
- Demonstrated experience in coaching performance management.
- Workplace Investigations experience.
- Workers compensation claims management experience.
- Experience with end-to-end recruitment.



Knowledge, Skills & Abilities

- Sound knowledge and application of Human Resources theory and knowledge.
- Experience interpreting and applying relevant Federal, State/Territory and local legislation particularly in the areas of Human Resources and Work Health & Safety with a focus on workers compensation and rehabilitation.
- Outstanding interpersonal and communication skills to develop strong relationships (internal and external).
- Ability to work autonomously and deliver to agreed timeframes and expectations.
- Work collaboratively to support senior BelRose practitioners.
- Highly developed written and verbal communication skills.
- Ability to work as a team and have a “can do” attitude.
- Ability to make good decisions.

APPROVAL

Belinda Beltz

Dated: January 2026

Managing Director
