

An aerial photograph of a coastal city, likely Cairns, Queensland, Australia. The foreground shows a rocky shoreline with clear, turquoise water. A dense line of green trees separates the water from a large, green park area. In the background, a city skyline with various high-rise buildings is visible under a blue sky with scattered white clouds.

# People and Culture Manager

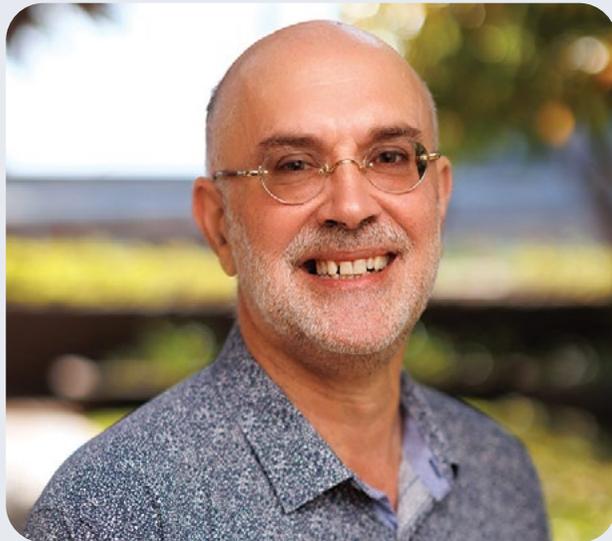
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**CANDIDATE BROCHURE**



# A Message from our Director

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*Thank you* for considering a career with Menzies.

We are a team of dedicated researchers and professionals driven by a shared purpose and a commitment to making a real impact. I am proud to say that in our recent staff engagement survey, 95% of employees reported having good working relationships with their colleagues, and 93% expressed belief in our overall purpose. These results speak to the supportive connections and purpose-driven culture that defines Menzies.

At Menzies, we prioritise professional development, workplace flexibility, and work-life balance, ensuring our people have the opportunity to grow and thrive. Our commitment to continuous improvement and reconciliation is embedded in our strategic plans, such as [Menzies' Strategic Plan](#), People Plan, Aboriginal & Torres Strait Islander Employment & Career Development Strategy, and [Reconciliation Action Plan](#).

We are always looking for passionate individuals to join us on this journey. If you are seeking a career with purpose, opportunities for growth, and a team that values your contributions, I encourage you to explore what Menzies has to offer.

**Professor Alan Cass**

*Director*

Menzies School of Health Research



# About Menzies



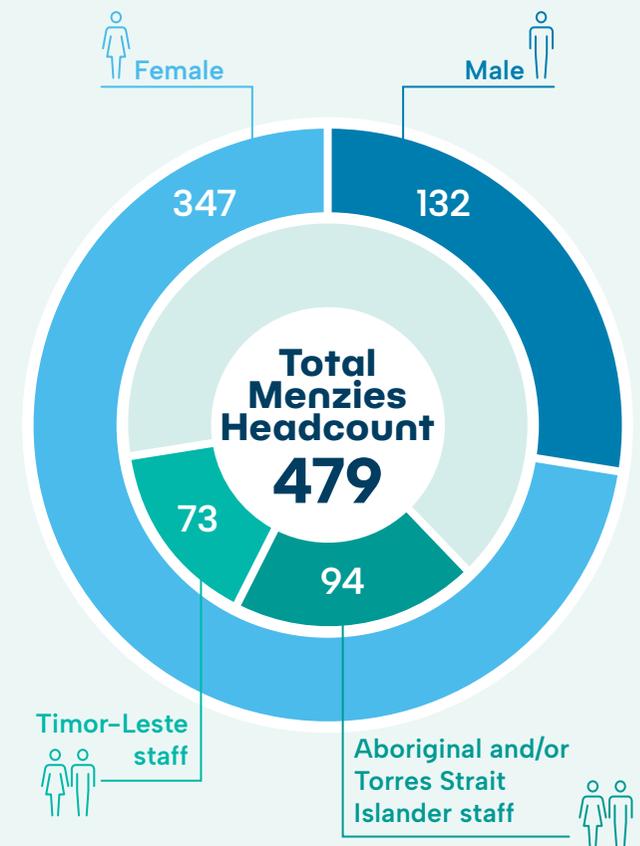
At Menzies, we believe *everyone* should have access to high-quality healthcare – *especially* those who need it most.

At the forefront of leading high-quality health research, Menzies solves health challenges and provides education and capacity strengthening to empower health professionals, policymakers, and communities to **drive life-changing solutions**.

We help close the gap, creating healthier communities for all as we lead global efforts to fight life-threatening illnesses in the Asia-Pacific and across the world. But our results are only half the story.

The strength of what we do lies in **building strong collaborations** and **creating meaningful employment opportunities** for people affected by our work.

While founded in Darwin, our footprint expands to established offices in Alice Springs and Dili, Timor-Leste. After all, it takes local insights and scientific knowledge to create lasting change and achieve our mission – **to shape a healthier, more equitable future where every community can thrive**.







# Working in the Territory

The Northern Territory offers a *unique and rewarding work environment*. With a relaxed lifestyle, short commutes, and access to stunning natural landscapes, the NT provides an excellent work-life balance.

The region boasts a rich Indigenous culture, a close-knit community, and opportunities for professional growth, including leadership roles and networking. Additionally, the cost of living is lower than in major Australian cities, making it an attractive destination for those seeking both career advancement and a high quality of life.

This role is based at our Darwin office on the Charles Darwin University campus. Our building has modern facilities, and you have access to all amenities on the CDU campus, including two cafes and onsite parking. The role will also work across our other Darwin office based on the Royal Darwin Hospital campus (3kms away) and undertake travel to Dili, Timor-Leste and Alice Springs annually.







# About your new role

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As a dynamic and strategic HR leader, you'll work with a highly skilled HR team to drive our people initiatives and *foster a high-performing culture* to help ensure our workforce thrives.

In this role, working with direct reports, you'll oversee all aspects of HR, from recruitment and employee relations to performance management and workplace health & safety. You'll work closely with senior leadership to implement innovative people strategies, lead enterprise bargaining, and champion diversity, inclusion, and reconciliation efforts. If you're passionate about creating an engaged and empowered workforce while driving positive organisational change, this is your opportunity to make a real impact.

## Key Stakeholders

You'll work collaboratively with a diverse group of highly skilled research, professional, and executive staff members.

- Senior Executive Team
- Division Leaders & Business Managers
- Corporate Services Managers
- Human Resources Team:
  - HR Coordinator (direct report)
  - HR Business Partners – Learning & Development x 2 (direct report)
  - HR Advisors x 3
  - HRIS Project Lead
  - Work Health and Safety Officer (direct report)
  - Payroll Officer

## Current Key Projects

This is a really exciting time to join the team, with a number of impactful projects currently underway:

- Lead key initiatives within Menzies' strategic People Plan
- Oversee the implementation of a new HRIS system
- Negotiate a new Enterprise Agreement (Commencing April 2025)
- Contribute to Menzies' RAP and Aboriginal and Torres Strait Islander Employment & Career Development Strategy



# About your new role

**Location:** Darwin, Northern Territory

**Contract Type:** Continuing, Full-time (1.0 FTE)

**Full Role Overview:** [Position Description](#)

## What you'll receive

- Highly competitive base salary
- Salary packaging benefits up to **\$15,900** expense payment PLUS **\$2,650** meal and entertainment tax free per annum
- Opportunity to increase employer super contributions up to **14%**
- Relocation allowance
- Opportunity to discuss flexible work arrangements to help support a healthy work-life balance
- Generous leave entitlements:
  - **6 weeks** of annual leave per annum (+ annual leave loading)
  - **3 weeks** personal leave per annum (2 days can be used for wellbeing purposes)
  - **16 weeks** paid parental leave for primary carer
  - Compassionate, cultural, and other leave types available







# About you

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If you're passionate about creating an *engaged* and *empowered* workforce while driving positive organisational change, this is your opportunity to make a real impact.

Our ideal candidate is an engaged and experienced HR leader with postgraduate qualifications in Human Resources and a strong track record in senior HR roles.

You'll have the ability to design and implement effective strategies, policies, and programs while leading teams to success.

Strong relationship-building skills are essential, as is the ability to collaborate with people from diverse backgrounds.

Integrity, professionalism, and self-motivation are key, along with expertise in managing complex employment matters and driving positive organisational change.

Exceptional problem-solving, negotiation, and leadership skills will set you apart.

Membership in a recognised HR or management professional body, experience working with Aboriginal and Torres Strait Islander employees, and expertise in enterprise agreement negotiations is desirable.





# How to join us

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## Key Contacts

**Tegan Ryan** | Chief Operating Officer  
tegan.ryan@menzies.edu.au

**Nic Fairclough** | HR Advisor  
08 8946 8409  
nic.fairclough@menzies.edu.au

## Application:

To apply for a position at Menzies, please submit an updated resume along with a cover letter (no more than 2 pages) addressing the selection criteria outlined in the job description. Your cover letter should highlight your relevant skills, experience, and how you align with the role and our organisation's mission. Applications should be submitted by the specified deadline through our online portal or as directed in the job listing.

## Selection:

The selection process begins with applications being reviewed against the selection criteria by our recruitment agency or panel. Shortlisted applicants may undergo a first-round interview or pre-screen with the agency or a member of the panel. Successful applicants will then proceed to a second-round interview with the recruitment panel for a deeper discussion about the role, organisational fit and suitability for the role. Final steps include reference checks, as well as qualification and background verification.

## Offer:

If you've been identified as the preferred candidate, we will make you a formal offer in writing. You'll have the opportunity to ask any questions and if you're happy with the offer, we'll look forward to a signed contract and completed employment pack. If you are relocating, we'll share our local insight and advice to help make your move a successful one.

## Welcome:

From day one, we hope to make you feel welcomed and supported at Menzies through our onboarding process. After an initial induction, you'll have the opportunity to build connections with your colleagues and participate in relevant training and orientation opportunities to help make the transition as smooth as possible.