Position Description

Manager, People & Capability

Vision	Better futures for WA women
Purpose	To provide excellent connected health and support services to women across their life cycles
About us	Luma is a not-for-profit organisation dedicated to enhancing the health and wellbeing of Western Australian women since 1977. From our humble beginnings as a small medical and counselling clinic for women in the 70's, we have evolved into a comprehensive, integrated, go-to-place for women of all ages, stages, cultures, and identities. Located throughout the Perth metropolitan area, Luma offers an extensive range of medical, nursing care, allied health, mental health & counselling, Family & Domestic Violence (FDV), and health promotion services. Luma welcomes women from all walks of life and prioritises those who are at higher risk of ill health including women who have a disability, carers, women from CaLD backgrounds, Aboriginal women, Family & Domestic Violence victim-survivors, and those who are socially and economically disadvantaged
Values:	Respect Integrity Diversity & Inclusion Innovation

Position Details

Position title	Manager, People & Capability
Classification	Award Free
Base Location	Northbridge & other locations as required
Status	Part-time (0.8 FTE)
Service Area	Corporate Services
Reports to	Chief Executive Officer
Managed Staff	Human Resources Officer
Position Purpose	Lead the development and execution of the organisation's People & Capability functions, with a focus on learning, leadership and performance development, organisational capability, and employee engagement. Partner with senior leaders to cultivate a high-performing, inclusive culture, strengthen workforce capability, and deliver initiatives that enhance employee experience, engagement, and retention while supporting Luma's organisational objectives.

Date created 18/09/2026
Date reviewed 18/09/2026

Key responsibilities for the role

- Partner with the Executive Team to develop and implement people, capability and workforce planning strategies that support organisational growth, service delivery objectives and workforce sustainability.
- Lead the design, delivery and evaluation of learning and development initiatives, including leadership development, professional capability programs, compliance training and systems upskilling, to build organisational capability and support a high-performing workforce.
- Drive employee engagement, culture and wellbeing initiatives that promote inclusion, psychological safety, employee experience and retention across diverse and multidisciplinary teams.
- Provide expert advice and guidance to managers on employee relations matters, including performance management, grievances, investigations, workplace conflict and disciplinary processes, ensuring risks are effectively managed and outcomes align with organisational values.
- Develop, review and maintain people policies, procedures and frameworks to ensure compliance with employment legislation, industrial instruments and contemporary people practices.
- Lead talent acquisition and workforce development activities, including recruitment planning, employer branding, onboarding and succession planning to attract, develop and retain high-quality talent.
- Partner with leaders to strengthen management capability through coaching, performance development support, early intervention strategies and leadership mentoring.
- Oversee people systems, workforce data and reporting processes, leveraging insights from workforce metrics, engagement data and capability measures to inform strategic decision-making and continuous improvement.
- Lead organisational change, workforce transformation and People & Capability projects, including HR systems enhancements, process improvements and initiatives that support organisational growth and service expansion.
- Build strong relationships with internal and external stakeholders to support organisational objectives, promote best-practice people management and contribute to a positive employee experience.
- Manage People & Capability budgets, monitor performance against key objectives and ensure reporting requirements are met accurately and within agreed timeframes.
- Use workforce data, employee feedback and evaluation outcomes to identify opportunities for improvement, demonstrate impact and support evidence based decision making across the organisation.

Leadership/Communication

- Support the philosophy of Luma.
- Adhere to the policies and procedures of Luma.
- Participate in the relevant multidisciplinary team meetings as required.
- Participate in development opportunities including attending sector networking, further training and professional development events when required.
- Work collaboratively within the team and with Luma multidisciplinary staff and Management.

Safety & Quality Improvement

- Remain up-to-date of industry trends and best practice.
- Act legally and ethically within the guidelines of Luma and own professional body as relevant.
- Document quality assurance activities with internal reporting and audits.
- Identify training needs.

Organisational Responsibility

- Communicate and act in ways that are consistent with the organisation's purpose and values.
- Support and promote the work of the organisation, maintaining a positive image of the organisation in accordance with the level of the position.
- Comply with the organisation's policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold the principles of a respectful, inclusive, and diverse workplace, free from discrimination, harassment or bullying.
- Adhere to organisational Work, Health and Safety (WHS) requirement.

Key Performance Indicators

The KPIs are read in conjunction with this Position Description and are reviewed annually with the reporting manager.

Selection Criteria

- Tertiary qualification in Human Resources, Organisational Development, Psychology, or a related discipline.
- Demonstrated experience in a senior HR role, with the ability to lead, motivate, coach and develop teams while fostering a positive, inclusive and high-performing workplace culture.
- Demonstrated experience evaluating learning and development programs, including leadership development, workforce capability initiatives and organisational learning solutions.
- Strong knowledge of contemporary human resource management practices and Australian employment legislation, including the Fair Work Act, industrial instruments and compliance requirements.
- Proven ability to provide expert advice and support to leaders on complex employee relations matters, including performance management, workplace investigations, grievances, conflict resolution and disciplinary processes.
- Demonstrated experience in workforce planning, talent acquisition, onboarding, succession planning and organisational development within a dynamic and evolving environment.
- Experience utilising HR information systems and workforce data to provide reporting, analyse trends, measure outcomes and support evidence-based decision-making.
- Proven ability to lead organisational change initiatives, process improvements and People & Capability projects that enhance employee experience and organisational effectiveness.
- Exceptional communication, coaching and stakeholder engagement skills, with the ability to build trusted relationships, influence outcomes and work effectively with leaders at all levels of the organisation.
- Organisational and project management skills, with the ability to manage competing priorities, meet deadlines and deliver high-quality outcomes in a fast paced environment.
- Advanced computer skills, including proficiency in Microsoft Office 365 and experience using an HRIS.
- Current National Police Clearance.

Our organisation is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

Our values drive our culture and performance through a strong focus on upholding the organisation's vision and purpose. We celebrate and respect people's differences and commit to providing an inclusive work environment. Applicants from Aboriginal, CaLD communities, disabilities, and LGBTQIA+ backgrounds are encouraged to apply.

Acceptance

I have read and understand the content of this Position Description.

Employee Signature: Date:

Reporting Supervisor Signature: Date: