

People & Culture Coordinator

Office Location	Suva, Fiji	Reports To	People & Culture Manager
Duration	Fixed-term, full-time to September 2028		

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Pacific Labour Mobility Support Program (PLMSP)

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program (PLMSP) builds on the successes of the Pacific Labour Facility (PLF) program, with a renewed focus on the provision of tailored support to worker sending countries to address their specific needs and priorities. Palladium is contracted to deliver PLMSP on behalf of Department of Foreign Affairs and Trade (DFAT).

PLMSP's role is to provide DFAT and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. PLMSP's primary functions include capacity building for PALM scheme labour sending units; skills development and training for PALM workers; support for returning PALM workers and their families; information system management; monitoring, evaluation, research and learning; and communications.

Purpose of Position

The **People and Culture Coordinator** is responsible for providing people-focused advice and support to managers and staff across the program, operating as part of the People and Culture advisory team.

The role supports the implementation of consistent, compliant and values-led people and culture practices across multiple countries, working closely with leaders to address employee relations matters, workforce planning needs, recruitment activities, culture development and staff mobilisation.

The **People and Culture Coordinator** applies a broad employment compliance perspective, ensuring that people practices align with local legislation, organisational policies, donor requirements and recognised good practice, while supporting a safe, inclusive and high-performing workplace culture across the program.

Primary Responsibilities

The primary responsibilities of the **People and Culture Coordinator** can be broadly described as follows:

- Provide people and culture advice and support to managers and staff across the program, operating as part of the People and Culture advisory team.
- Support managers on employee relations matters, including performance management, probation, conduct and disciplinary processes, escalating complex or high-risk matters to the People and Culture Manager as required.
- Apply a broad employment compliance perspective, ensuring people practices align with local employment legislation, organisational policies, donor requirements and recognised good practice across multiple countries.
- Work with leaders to support workforce planning activities, including role scoping, resourcing needs and recruitment planning.
- Support recruitment processes by providing advice to hiring managers, participating in selection activities where required, and working closely with the People and Culture Officers to ensure recruitment activities are compliant and well-coordinated.
- Contribute to the promotion and embedding of a positive workplace culture, including actively championing PLMSP's PROUD values across teams and locations.
- Support and coordinate culture and engagement initiatives, including Social Committee activities and Values Champions groups, ensuring activities are inclusive and appropriate to local contexts.
- Support staff mobilisation activities, including advising on compliant onboarding, movement and deployment arrangements across different countries.
- Work closely with the Risk and Safety Manager to support staff safety, wellbeing, safeguarding and risk management from a people and culture perspective.
- Contribute to the development, review and implementation of people and culture policies, procedures and guidance materials.
- Build and maintain effective working relationships with managers, country teams and corporate functions to support consistent people and culture practices across the program.

Other

- Other tasks as reasonably requested by the People and Culture Manager.
- Travel locally and internationally, as required.
- Advocate for Australian development priorities.
- Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible.
- Comply with, and advocate for, DFAT's policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting process improvements, and reporting concerns to your Line Manager or Palladium's Integrity Hotline (details on Palladium website).

- Operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports into the People and Culture Manager. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
- Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture. For this role, we require that employees maintain an in-office presence for at least 50% of their working week. For example, if an employee works five days a week, they must spend at least three days physically in the office.

Minimum Qualifications and Experience Required

- Tertiary qualifications in Human Resources, Business or a related discipline, or an equivalent combination of relevant experience and education.
- Demonstrated experience providing people and culture or HR advisory support in a complex or fast-paced organisational environment.
- Experience supporting employee relations matters, including performance management, probation, conduct and disciplinary processes, with the ability to recognise and escalate higher-risk matters as required.
- Demonstrated understanding of employment compliance and the application of organisational policies, preferably across different jurisdictions or regulatory environments.
- Experience working with managers to support workforce planning and recruitment processes, including providing advice on selection and employment risk.
- Experience working in, or supporting, Pacific or international development contexts is desirable.
- Proven ability to work effectively across diverse cultural settings and to build productive working relationships with managers and teams.
- Strong organisational, communication and interpersonal skills, with the ability to manage competing priorities and maintain work quality in a dynamic environment.
- Due to the evolving nature of the program, the incumbent may be required to undertake additional duties within their capability and experience to support the ongoing success of the program.

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The project Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.