

CANDIDATE INFORMATION PACK
People & Capability Specialist
Ronald McDonald House Australia



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People & Capability Specialist

Role Summary

Organisation:

Ronald McDonald House Australia

Job Title:

People & Capability Specialist

Job Type:

Full-time 12 months fixed term contract with possible extension

Reports to:

Chief Operating Officer

Direct Reports:

Nil

Location:

Sydney only. Remote working is not possible.

Expected Salary:

Salary range will depend on the experience and qualifications of the successful candidate and will be between \$95,000 and \$115,000 + superannuation.

[The full position description can be found here.](#)

Background Information

Ronald McDonald House Australia is a national charity supporting families with children who are ill or injured. Working across a federated network of 11 independently governed chapters, Ronald McDonald House Australia provides national leadership, shared services and strategic support to strengthen collective impact across the country.

Each year, Ronald McDonald House Australia supports thousands of families through Ronald McDonald Houses, Family Rooms, Family Retreats, Hospitality Carts and the Ronald McDonald Learning Program. As the National Affiliate chapter, Ronald McDonald House Australia plays a central role in helping chapters deliver exceptional support to families while strengthening the organisation's national presence and reputation.

The National Affiliate Chapter is evolving its people and culture processes, and a newly created opportunity has arisen for a People & Capability Specialist to join the team.

Benefits & Culture

- Opportunity to strengthen and evolve culture, capability and workforce experience
- Project to establish learning & development capability across a federated system
- Supportive leadership committed to capability development and innovation
- Sydney based | Flexible and hybrid working arrangements available



Read more [on their website](#).
Access [Ronald McDonald House Australia programs here](#).
Access [their ACNC profile here](#).

Key Responsibilities

Reporting to the Chief Operating Officer, you will ensure that people first initiatives such as onboarding, performance reviews, employee journey and organisational policies are in place to support staff and organisational culture. As part of this you will also support volunteer leaders across the system and support employee relations processes.

Working with the senior leadership team and a dedicated group of HR professionals, you will take the lead on a collaborative project to design a multi-year learning and training calendar ensuring it aligns with requirements across the Ronald McDonald House Australia system.



The Candidate

You are a relationship-focused people and capability professional who enjoys helping others succeed. You know what's needed to ensure human resources fundamentals are running smoothly. You have strong stakeholder engagement skills, a strategic mindset and the ability to balance big-picture thinking with practical delivery, but you are also comfortable managing the detail and ensuring that foundations are strong. Comfortable working across multiple priorities and stakeholders, you can influence outcomes through collaboration, credibility and trusted advice rather than formal authority.

You will bring to the role:

- Generalist experience in human resources management
- Experience in learning & development program design and delivery
- Strong understanding of employment legislation and policy interpretation
- Ability to manage multiple projects and competing priorities
- Excellent stakeholder management, influencing and relationship-building capability
- Strong organisational skills, attention to detail and a proactive, solutions-focused approach
- Ideally, an understanding of charitable environments and volunteer engagement

[To apply, please follow this link to the NGO Recruitment website.](#)

Next Steps

Your Application:

- Please [read the complete position description](#) and [follow this link to apply online](#).
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

FAQs

What is the close date for applications?

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. [Please use this link to apply.](#)

Is my background suitable for the role?

Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage you to have a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application. We recommend thoroughly reading the "Candidate" page of this document when writing your 1-2 page cover letter, as we have included the key essential competencies of a successful candidate there.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

Can you tell me more about what the client is looking for?

The best way to self-assess your suitability for the role is to [read through the full position description](#), the "Key Responsibilities" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

Can you consider someone part-time?

This is a full-time role, part-time arrangements are not considered.

Can you tell me more about the client?

To get to know the client a bit better, we encourage you to [visit the Ronald McDonald House Australia website](#) and [explore their LinkedIn page](#).

When is the start date?

Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

Location/can you consider a remote worker?

The role is based in Sydney with some hybrid work arrangements available. Remote applicants are not considered.

Salary guide

Salary range will depend on the experience and qualifications of the successful candidate and will be between \$95,000 and \$115,000 + superannuation.

What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.

We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.