

POSITION DESCRIPTION



Position	Knowledge and Content Specialist (People and Culture)
Level/Classification	H0707
Reports to	Manager Capability and Culture
Unit	Leadership Services and People Strategy
Directorate	People and Culture
Positions Supervised	n/a

Position Purpose

The Knowledge and Content Specialist (People and Culture) is responsible for the design, development and curation of high-quality, accessible and engaging content that supports leadership, capability development and employee experience across the University.

Working across the Leadership Services and People Strategy portfolio, the role translates frameworks and initiatives into clear, practical and user-centred content, ensuring consistency, clarity and alignment across platforms including the intranet, learning systems and communication channels.

The role plays a key part in strengthening how People and Culture content is experienced by leaders and employees, ensuring it reflects Murdoch University's voice, values and strategic priorities.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Capability and Culture work area plays a key role in enhancing employee experience, building capability and strengthening organisational effectiveness across the University.

The team leads the design and delivery of enterprise-wide frameworks, programs and initiatives, and ensures these are translated into practical, accessible and engaging resources that support leaders and employees in their day-to-day work. The work area partners closely with stakeholders to embed consistent, high-quality approaches to leadership, development and organisational effectiveness.

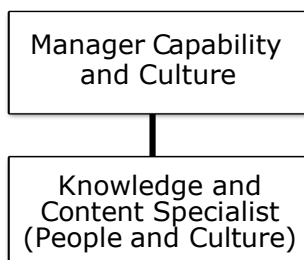
The People and Culture Directorate is an integral part of the business strategy and decision making process focusing their efforts on strategic and operational programs and services that supports staff and organisational objectives.

We develop partnerships based on trust and integrity to foster excellence, engagement, and fairness, as we work to strengthen the University's ability to recruit and retain high quality staff and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the People and Culture Office will actively demonstrate:

- customer centricity and a solution orientated approach;
- prompt, efficient and quality service;
- respect confidentiality and act with integrity in all matters;
- have a positive approach to achieve the best possible outcomes;
- foster close working relationships with the Colleges and Offices to identify needs and assist in servicing them;
- be always respectful and courteous

Reporting Relationships



Key Responsibilities/Duties

1. Learning and Capability Content Development

- Independently design, develop and continuously refine and develop leader guides, toolkits, learning materials and supporting resources aligned to the Leadership Capability Framework and People Strategy, specialist advice on content structure, learning design and audience experience
- Apply specialist judgement to translate complex concepts (e.g. performance, development, change, frameworks) into clear, practical and engaging content that supports consistent application across the University
- Support the design and development of digital learning modules and blended learning experiences in collaboration with subject matter experts
- Contribute to the development of structured capability resources to support leadership and workforce development initiatives
- Lead the curation and development of LinkedIn Learning pathways, collections and learning journeys aligned to organisational priorities

2. Content Curation and Knowledge Management

- Maintain the structure, content integrity and ongoing improvement of People and Culture intranet pages and resources, ensuring they remain relevant, accurate and user-centered
- Develop, implement and act as a point of authority for People and Culture content standards, templates and governance practices to ensure quality, consistency and alignment across platforms
- Analyse content effectiveness and proactively identify opportunities to streamline, consolidate and enhance resources, advising stakeholders on best-practice approaches to content design and knowledge

3. Stakeholder Collaboration and Content Translation

- Partner with People and Culture teams and business stakeholders to gather, shape and refine content through facilitated collaboration and professional judgement
- Interpret and translate policies, frameworks and initiatives into user-friendly, practical resources, ensuring clarity, consistency and appropriate application across diverse stakeholder groups
- Ensure content reflects organisational priorities and supports consistent messaging across initiatives
- Determine and coordinate appropriate consultation approaches, incorporating stakeholder feedback and lived-experience insights to inform content development priorities and improvements

4. Content Quality, Voice and Audience Alignment

- Develop high-quality written content tailored to diverse audiences, including leaders, professional staff and academics
- Ensure all content reflects Murdoch University's tone, voice and values, maintaining consistency across platforms
- Adapt messaging and style to suit different formats (e.g. leader guides, intranet content, communications, learning materials)
- Apply professional judgement to continuously improve content clarity, usability, accessibility and engagement, using feedback, analytics and user needs to inform enhancements

Selection Criteria

Essential

1. A relevant tertiary qualification (e.g. communications, learning and development, human resources or related discipline), or an equivalent combination of relevant experience and education
2. Demonstrated experience developing high-quality, audience-centred content across a range of formats (e.g. learning materials, intranet content, leadership resources, communications)
3. Demonstrated knowledge of Human Resources.
4. Strong ability to translate complex concepts into clear, practical and engaging content
5. Proven ability to adapt writing style and messaging to suit different stakeholder groups, including senior leaders
6. Experience managing and maintaining digital content platforms
7. Strong stakeholder engagement and collaboration skills, with the ability to gather and refine content from multiple contributors
8. High attention to detail and commitment to content quality, consistency and usability

Desirable

9. Experience in a large complex organisation.
10. Experience in the tertiary education sector.
11. Experience in People and Culture, organisational development or learning and development environments Experience in People and Culture, organisational development or learning and development environments

Work Requirements

- Australian permanent residency or possession of a valid visa with work entitlement in Australia.
- The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure. (please check the Employee Background Checks Procedure if the role requires this).
- Ability to work outside of normal office hours when required.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.