

People and Culture Manager - Position Description

Job title: People and Culture Manager

Reporting to: Director, Finance and Operations

Key duties and responsibilities

Culture

- Lead continued development of organisational culture and staff engagement strategies.
- Support and advise the Executive Team on organisational change management, providing advice and support to the wider organisation.

People

- Manage and lead staff development and performance processes:
 - Support line managers through the performance review & development cycle, including performance improvement plans and development needs analysis.
 - Ensure the HR lifecycle of employees is managed in accordance with external standards as well as what works for us, and advise senior management on staff attraction and retention strategies.
- Interpret, apply and ensure compliance with award entitlements, terms and conditions; EDO employment conditions; and the Fair Work Act and related legislation.
- Conduct remuneration benchmarking, and advise on strategies and practices for allowances and equity across jurisdictions.
- Manage or advise senior management on all employment relations matters, managing grievance and misconduct claims in accordance with EDO policy, including end to end investigations, and liaise with representative bodies as required.
- Manage the administration of any workers' compensation claims and return to work coordination for any staff returning after extended leave.
- Develop and maintain employment-related policies and procedures, and ensure their consistent implementation across the organisation, in coordination with the National Operations Coordinators.
- Assist senior management to ensure the organisation complies with its obligations under work health & safety legislation, in coordination with the National Operations Coordinators.
- Support recruitment as required in conjunction with the National Operations Coordinators.

Administration

- Ensure all employment-related documentation is compliant and fit for purpose.
- Undertake administrative tasks relating to the role and / or the team.

- Prepare reports and undertake any other tasks as required.

General

All staff have a responsibility to:

- develop and maintain a good knowledge of the EDO's role and policies.
- represent the EDO in a positive and effective manner.
- attend, and contribute actively and constructively at staff meetings.
- maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- provide accurate and timely data and information for reporting, fundraising and communications purposes.

EDO Values

Commitment – We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.

Diversity – We are respectful of and welcome diversity of; staff, volunteers, offices, environmental regions, communities, stakeholders.

Integrity – We work effectively, efficiently, strategically, professionally and ethically; “justice is in our nature”.

Visionary – We lead change and environmental empowerment using innovation, creativity, and courage.

MORE DETAIL

Commitment – We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.

- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities
- We are committed to improving our planet and society
- We care for EDO's clients and stakeholders
- We are fearless in the face of adversity, and care for each other as we face this adversity

Diversity – We are respectful of and welcome diversity of staff, volunteers, environmental regions, communities and stakeholders.

- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture
- We acknowledge that the law has not always been just
- We dedicate ourselves to understanding the diversity of our people and culture
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential
- We are great lawyers and great people, with open hearts and open minds
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours

Integrity – We work effectively, efficiently, strategically, professionally and ethically: “justice is in our nature”.

- We are truthful with ourselves and others
- We are nonpartisan and inspire trust in our clients, stakeholders and government
- We respect the world's resources and make maximum productive use of the resources entrusted to us

Visionary – We lead change and environmental empowerment through innovation, creativity and courage.

- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others
- We are inquisitive, curious and persistent: exploring new ideas and embracing change
- We boldly challenge the status quo while providing solutions to our most pressing challenges