



Environmental Defenders Office

People and Culture Officer – Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Purpose of the position

The People and Culture Officer provides professional day to day business and administrative support to the People and Culture Manager, ensuring the efficient and effective function of the People and Culture area, to foster inclusivity and positive culture.

Key responsibilities & duties

Develop, coordinate and assist with management of initiatives and activities across a range of functional areas which contribute towards a high-performance organisational culture including:

- Organisational Culture
- Employee Well-being
- Performance Management
- Training and Development
- Workforce Planning
- Industrial Relations
- Policies and Procedures

Undertake special projects and investigations relating to People and Culture activities, strategies, systems and processes and provide support to management and staff across a wide range of HRM matters in accordance with legislative requirements and EDO policy.

- Support the full recruitment cycle as required:
 - Initiate and drive recruitment process upon approval to recruit.
 - Drive the advertising process.
 - Act as the point of contact for recruitment enquiries.
 - Coordinate interviews, including scheduling of attendees, arranging interviews, organising selection panel members and preparation of resources.
 - Facilitate on-boarding process.
- Assist with employment-related policies and procedures, and ensure their consistent implementation across the organisation, in coordination with the National Operations Coordinators.
- Assist with innovative ideas toward workplace culture.

- Assist with continued development of organisational culture and staff engagement strategies.
- Ensure all employment-related documentation is compliant and fit for purpose.
- Pro-actively contribute to and conduct research, including report preparation and analysis.
- 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 EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- 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.

Commitment to EDO's 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.
- 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, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the Western 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.

Vision

- We lead change and environmental empowerment using 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.