

## People and Culture Manager

### Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing humanitarian, tenancy, workplace, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach and support.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

### Values



### Role Contribution

The People and Culture Manager is responsible for leadership and management of the human resources team and functions across the organisation which include but are not limited to recruitment, onboarding, volunteer coordination, training and performance management, health safety and wellbeing. The position will be responsible for managing employee relation matters and strategic workforce planning.

Working closely with the leadership and executive team, the People and Culture Manager will develop and implement effective people and culture frameworks, policies and procedures to ensure Circle Green can attract, retain, develop and manage an engaged workforce.

### Key relationships

- Reporting to the Director Business Operations
- Working in partnership with and supporting the Senior Leadership Team
- Direct Report - Human Resources Officer
- Liaising with lawyers, advocates, key support, administration and support staff.

## **Key Responsibilities**

- Develop and execute a People and Culture Strategy and strategic Workforce Plan that supports the delivery of Circle Green's strategic objectives
- Oversee the development, review and maintenance of Human Resources policies and procedures in compliance with relevant legislations
- Manage industrial relations matters including dispute resolution
- Oversee the performance review process and support managers in performance management
- Drive initiatives to enhance employee experience and engagement
- Manage the implementation and maintenance of HRIS system
- Proactively identify and address emerging people and culture risks, challenges and opportunities

## Health, Safety and Wellbeing

- Develop, implement and maintain Workplace Health and Safety policies and procedures in compliance with relevant legislation
- Manage the Health Safety and Wellbeing Plan, implementing key initiatives
- Implement health and safety wellbeing initiatives that aim to support, care for and protect staff, including psychosocial safety

## Management

- Provide leadership, guidance and support to the Human Resources Officer
- Work collaboratively with the senior leadership team to support the delivery of strategic people and culture objectives
- Support, advise and coach the senior leadership team to respond to and manage staffing matters including performance management, behaviour and grievances

## Team Responsibilities

- Implement Circle Green's policies and procedures and act in accordance with the organisation's mission and values
- Participate in Circle Green's team meetings and planning and review activities
- Carry out other duties, consistent with the role, as directed by the Director Business Operations

## **Selection Criteria**

### Credentials and Experience

- Tertiary degree in Human Resource Management/ Employee Relations/ Health and Safety or similar
- 3+ years' experience in a similar role
- Experience in utilising and implementing HRIS Systems (Employment Hero or similar)
- Experience in not-for-profit or community-based organisations (desirable)
- Demonstrated commitment to the principles of social justice and human rights

### Skills

- Ability to manage and collaboratively drive change across an organisation
- Ability to influence and engage others

- Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural and linguistic backgrounds.
- Excellent organisation skills with the capacity to plan a high and diverse workload, manage timelines, and deliver high quality outcomes