



People and Culture Manager - Position Description

Job title: People & Culture Manager
Reporting to: Director, People & Culture
Part Time: 0.6 FTE

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 & Culture Manager supports the delivery of EDO's people strategy by leading operational HR initiatives and partnering with leaders to build a strong, values-led culture.

The role focuses on embedding practices that strengthen culture, capability, engagement and compliance, contributing to a safe, inclusive and high-performing workplace.

Key Responsibilities & Duties:

The duties of the People & Culture Manager include but are not limited to:

1. People Strategy Implementation

- Support delivery of the People & Culture Strategy
- Translate strategy into practical initiatives and tools
- Provide insights and reporting

2. Culture & Engagement

- Support initiatives that strengthen a collaborative and inclusive culture
- Lead engagement activities and feedback loops
- Partner with leaders to embed consistent team practices

3. Workforce Planning & Change Support

- Support workforce planning and structural changes
- Assist with organisational design and role clarity
- Contribute to change management execution

4. Employee Lifecycle & Experience

- Oversee recruitment, onboarding, development and exit processes
- Ensure a consistent employee experience



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5. Performance & Capability

- Implement performance and development frameworks
- Support leaders with performance management
- Contribute to learning and development initiatives

6. Employee Relations & Compliance

- Ensure compliance with legislation
- Support fair and consistent people practices

7. People Operations & Systems

- Maintain HR systems and documentation
- Support policy development and review
- Ensure data integrity and reporting

Capabilities & Experience

Essential:

- Experience in HR/P&C Manager or Senior Advisor role
- Knowledge of the Australian employment regulatory framework
- Strong stakeholder engagement skills

Desirable:

- Change management exposure
- Multi-site or distributed workforce experience

Key Capabilities

- Strategic & operational thinking
- Pragmatic judgement
- Strong communication
- Relationship building
- Execution and delivery focus

Success Measures

- Effective delivery of P&C initiatives
- Positive feedback from staff & P&C team members
- Strong compliance and consistency
- Improved employee experience and engagement

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



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- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility

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, 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. We 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.