

POSITION DESCRIPTION

Job title:	People & Culture Manager
Reporting to:	Chief Operating Officer
Classification level:	RA Level 5
Remuneration:	\$135,000 – \$140,000 plus superannuation
Term:	Full-time ongoing
Location:	Sydney (preferred), remote/hybrid considered
Reviewed:	August 2025

ORGANISATIONAL OVERVIEW

Reconciliation Australia (RA) is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

POSITION PURPOSE

The People & Culture Manager is the human resources (HR) subject matter expert in the organisation. The incumbent is responsible for providing essential human resource services and advice to the organisation, management and employees of Reconciliation Australia.

This includes providing strategic HR functions such as:

- Proactive scanning, analysis, documenting and provision of advice about developments in the HR profession and Employment Relations legal and policy environment, the impact on RA policies and practices and recommended responses/actions.
- Management and delivery of key projects to support and uplift organisational capability, wellbeing and culture.

DUTIES

General	• First point of contact for all HR queries • Maintain online employee files and spreadsheets, including an up-to-date master spreadsheet. • Manage the Employee Assistance Program (EAP) provider – TelUS EAP, including developing strategies to increase staff use and investigation of how to better tailor it to RA staff needs. • Maintain HR SharePoint content pages • Maintain Organisation Chart • Oversight of the WHS Committee and related administration • Preparation of reports and presentations
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DUTIES

Organisational culture and capability	• Assist the COO to implement initiatives and projects that promote RA values, priorities and culture and contribute to a healthy and sustainable workforce. • Management of the annual Employee Engagement Survey including interpretation and communication of results, and rollout of an action plan to address findings.
Recruitment, selection and induction	• Manage the end-to-end recruitment process, including onboarding processes, documentation and contracts and engagement with candidates. • Provide managers with appropriate support during recruitment including advertising and selection/ interview processes. • Maintain and manage employee exit processes, including through our project management tool, Asana.
Remuneration and benefits	• Maintain database of remuneration for all employees. • Liaise with the Finance Team on payroll adjustments. • Periodic benchmarking of remuneration against independent surveys.
Performance management	• Develop and manage a project to refresh and reinvigorate RA's performance framework and practices, aligned to RA values. • Co-ordinate and monitor the ongoing performance management and review process within the organisation. • Advise Managers on effective performance discussions and actions if requested.
Learning and development	• Assist managers and employees to identify learning and development needs and opportunities. • Assistance with sourcing and facilitating external training, learning and manage online cultural learning accounts.
Policies and procedures	• Ongoing review and update of HR policies and procedures to ensure compliance with best practice and legal requirements. • Provide managers and employees with advice and assistance in the interpretation and implementation of HR policies.
Workers compensation	• Management of workers compensation claims including return to work plans.
Workplace health and safety	• As a member of the WHS Committee, assist in maintaining a safe and healthy workplace that complies with the relevant legislation and regulations.
Reconciliation Action Plan (RAP)	• Monitor and deliver relevant HR and Corporate focused actions to meet the organisations Reconciliation Action Plan

DUTIES

Other

- Participate in organisational planning and reporting, reviews and development activities as requested.
- Some office management tasks.
- Undertake other tasks and roles as directed by the Chief Executive Officer and Chief Operations Officer.

SELECTION CRITERIA

Essential:

1. Extensive experience as a generalist HR professional with high-level knowledge in a range of HR areas, including: end to end recruitment; performance management; learning and development; development of strategic HR processes; and workplace relations and culture.
2. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
3. Highly developed communication and interpersonal skills, including the ability to influence, negotiate and counsel staff.
4. Ability to work independently and take initiative but, also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia.
5. Must be reliable, flexible and able to maintain a high degree of confidentiality.
6. Understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, including the importance of an Aboriginal and Torres Strait Islander employment strategy.
7. Relevant tertiary qualifications in HR, business or equivalent.

Desirable:

1. Experience working with Aboriginal and Torres Strait Islander communities and senior stakeholders.