

Position Description.

People and Culture Specialist

Position Title:	People and Culture Specialist
Classification:	SCHADS Level 6
Reports To:	General Manager, Corporate Services
Direct Reports:	Nil
Team:	Operations Team
Key internal contacts	CEO General Manager, Corporate Services Director Clinical Services All Staff
Key external contacts	Relevant external suppliers

PURPOSE OF THE POSITION

The People and Culture Specialist is responsible for leading and coordinating Full Stop Australia's people and culture functions, ensuring the organisation attracts, develops and retains a capable and engaged workforce.

Working closely with the General Manager, Corporate Services, the role provides specialist advice and support across workforce planning, employee relations, performance management, organisational culture, staff engagement, policy development and internal communications. The position is responsible for ensuring people's practices are compliant, contemporary and aligned with organisational values, strategic priorities and legislative requirements.

KEY ACCOUNTABILITIES

The People and Culture Specialist will:

- Lead the implementation of workforce planning initiatives that support organisational growth, workforce sustainability and service delivery requirements.
- Provide specialist advice and support to managers and employees on human resources, industrial relations, performance management, workplace conduct and employment matters.

- Develop, review and maintain people and culture policies, procedures and systems to ensure compliance with legislative, industrial and organisational requirements.
- Lead staff engagement, wellbeing, recognition and organisational culture initiatives that promote a positive, inclusive and values-driven workplace.
- Coordinate performance development processes including annual reviews, professional development planning and capability-building initiatives.
- Manage internal communications activities that support staff engagement, organisational awareness and effective communication across teams.
- Develop and coordinate internal communication strategies and channels that strengthen employee engagement, support organisational change, promote organisational values across the teams.
- Lead and support diversity, equity and inclusion initiatives, ensuring compliance and continuous improvement.
- Monitor, analyse and report on workforce metrics, trends and people-related activities to support organisational decision-making and continuous improvement.
- Contribute to organisational projects, quality improvement initiatives and strategic planning activities as required.

The People and Culture Specialist will also:

- Comply with the organisation's policies and procedures.
- Work in accordance with the organisation's best practice and quality assurance framework.
- Attend and actively participate in organisational meetings, projects and activities.
- Participate in ongoing professional development.
- Ensure work practices are ethical and comply with Full Stop Australia's Code of Ethics and any applicable professional standards.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Commitment to and understanding of the provision of services from an intersectional feminist perspective.
- Relevant tertiary qualifications in Human Resources, Industrial Relations, Business, Management or a related discipline.
- Demonstrated experience in human resources, people and culture, workforce management or a related role.
- Sound knowledge of employment legislation, industrial relations frameworks and contemporary HR practices.
- Experience supporting performance management, employee relations and workplace investigations.

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- Experience developing and implementing people-related policies, procedures and systems.
- Strong interpersonal, relationship management and communication skills with the ability to engage effectively with people at all levels.
- Demonstrated ability to build positive workplace culture and support employee engagement initiatives.
- Experience analysing workforce information and preparing reports to support decision-making.
- Advanced computer literacy including Microsoft 365

Desirable

- Experience within the community services, health or not-for-profit sector.
- Experience working within the SCHADS Award framework.
- Experience managing workplace health and safety systems.

Sighted and agreed to by People and Culture Specialist.

Name:

Signature:

Date:

DD/MM/YYYY

Created:	July 2026
Review due:	December 2026
Consultation by:	CEO, General Manager, Corporate Services
Approval by:	Board