

SENIOR PEOPLE & CULTURE MANAGER



POSITION DESCRIPTION

DATE APPROVED: SEPTEMBER 2026

Organisations:	Adara Development (all members), Adara Advisors Pty Limited and Adara Partners (Australia) Pty Limited
Location:	Sydney, Australia
Employment status:	Part Time – 0.6
Reports to:	Reporting to the Chief Executive Officers (CEO) of Adara Development and the Adara businesses
Direct reports:	People & Culture Officer

OVERALL JOB GOAL

The Senior People & Culture Manager leads the delivery of People & Culture initiatives across the Adara Group. The role supports the development and implementation of people strategies, policies, systems and programs that strengthen organisational capability, culture and employee experience.

Working closely with the CEOs, Global Leadership Team and managers across all locations, the role provides guidance and support across the employee lifecycle and helps ensure people practices are aligned with Adara's values and organisational objectives.

The Senior People & Culture Manager leads the People & Culture team and oversees the effective delivery of People & Culture services, systems and continuous improvement initiatives across the organisation.

KEY RESPONSIBILITIES

1. People Strategy and Organisational Development

- Lead the implementation of Adara's People & Culture strategy and annual work plan, and contribute to the ongoing development of strategic people priorities.
- Partner with the CEOs and Global Leadership Team to ensure people initiatives support organisational priorities.
- Support workforce planning, organisational design and succession planning approaches to support future organisational needs.
- Lead employee engagement initiatives and monitor organisational culture and staff experience.
- Provide advice and support to managers on leadership capability, team effectiveness and change management.

2. Employee Lifecycle and Talent Management

- Oversee recruitment, onboarding and offboarding processes across all locations.
- Manage relationships with external recruitment partners, executive search firms and candidate sourcing providers.
- Support managers in attracting, selecting and retaining high quality employees.
- Oversee employment contract, promotion, remuneration and employment variation processes, working with Legal team as appropriate.
- Ensure employee records and HR systems are maintained accurately and confidentially.
- Oversee workforce reporting and people analytics to support decision-making.

3. Performance, Learning and Development

- Oversee Adara's performance development framework, including probation reviews, performance conversations and goal-setting and check-ins.
- Lead Learning and Development planning and implementation across the organisation.
- Support managers to identify capability gaps and development opportunities.
- Maintain and enhance Adara learning platforms.
- Coordinate leadership development and talent development initiatives .
- Work with external training providers to identify, develop and deliver learning and development opportunities for staff globally.

4. Employee Relations and Employment Compliance

- Work with the legal team to provide support on employment-related matters, including performance management, workplace conduct, grievances and workplace investigations.
- Work with the Legal team to ensure compliance with employment legislation and industrial obligations in all jurisdictions.
- Lead the review and development of HR policies, procedures and staff guidance materials.

5. Remuneration, Benefits and Wellbeing

- Coordinate annual remuneration and salary review processes.
- Monitor market trends and provide recommendations on remuneration practices.
- Coordinate employee wellbeing initiatives and psychosocial health programs.
- Promote initiatives that support diversity, inclusion and belonging.

6. Team Leadership

- Lead, mentor and develop the Global People & Culture team, including in Nepal and Uganda.
- Allocate and prioritise work across the People & Culture function.
- Ensure the delivery of high-quality, responsive and customer-focused People & Culture services.
- Foster a collaborative and positive team culture.
- Build capability within the People & Culture team through coaching, development and performance management.
- Represent Adara in relevant People & Culture, human resources, diversity and inclusion, wellbeing and international development sector networks.

COMPETENCIES (INCLUDING QUALIFICATIONS AND EXPERIENCE)

- Relevant tertiary qualifications in Human Resources, Business, Organisational Psychology, Employment Relations or a related field.
- At least 7 years' experience in a People & Culture or Human Resources role, preferably in a purpose-driven, international or complex organisational environment, with at least 3 years' experience leading a team.
- Strong knowledge of employment legislation, workplace relations, safeguarding and HR compliance requirements across multiple jurisdictions.
- Previous experience using HiBob HR Platform highly desirable.
- Demonstrated ability to develop and implement people strategies, policies and initiatives that support organisational objectives and culture.
- Excellent interpersonal, communication and stakeholder engagement skills, with the ability to build trusted relationships at all levels.
- Strong judgement, problem-solving and conflict resolution skills, including the ability to manage sensitive and confidential matters appropriately.
- Proven leadership, coaching and people management capability, with a commitment to developing high-performing and engaged teams.
- Strong organisational and project management skills, with the ability to manage competing priorities and drive continuous improvement.

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- A passion for social justice and for making a difference in the world.
 - Flexibility, creativity, openness, kindness, integrity, fairness and an in-depth hands-on approach.

KEY CONTACTS

- **Internal Contacts**
 - CEOs and Global Leadership Team
 - Managers and team leaders across all locations
 - People & Culture teams in Sydney, Uganda & Nepal.
 - All employees, volunteers and interns
 - Legal, Risk, Compliance and Safeguarding teams
 - Finance and Operations teams
- **External Contacts**
 - Recruitment agencies and candidates
 - Learning and development providers
 - Employee wellbeing and employee assistance providers
 - HR consultants
 - Sector networks, peer organisations and professional associations

LOCATION

We support hybrid working at Adara, allowing all team members the flexibility to work from home as well as from our physical office space. The successful candidate will be expected to work from our physical office space 2-3 days a week.

The Adara Group is a child safe organisation

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different