

People and Culture Lead

Version: 1.0	Date approved:	Next review date:
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Classification/ Grade	Grade 8 Social, Community Home and Disability Services Industry Award (SCHADS) (Commonwealth)
Hours	Part time (22.8 hours per week) Core working Hours: 8.54 am to 5.00 pm Flexible working arrangements available on request
Location	Based in the Illawarra– Nanga Mai office with sites and travel expected throughout the Illawarra and Shoalhaven
Funding Program	NA.
Contract	3 years – ends 30 June 2029

PURPOSE OF ROLE

The People and Culture Lead provides forward thinking HR leadership during a period of transformation and growth. This role champions innovative people and culture strategies, introducing new approaches to leadership development, performance systems, employee wellbeing, workforce culture, and organisational change. The People and Culture Lead ensures the organisation’s culture, values, and practices not only align with but actively drive strategic objectives.

KEY RESPONSIBILITIES

Strategic Leadership

- Design and deliver an innovative workforce strategy that strengthens organisational growth, retention, and the employer value proposition.
- Act as a strategic and creative advisor to the CEO, Executive and Management Team, offering fresh and progressive solutions to HR and culture challenges.
- Lead modern change management initiatives, using evidence-based and human-centred approaches to support transformation.
- Drive organisational culture programs that embrace innovation in diversity, equity, inclusion, and values-based practice.
- Champion new and emerging wellbeing initiatives and employee engagement strategies that uplift staff and enhance workplace culture.

People Operations

- Oversee all HR operations—including recruitment, onboarding, performance management, remuneration, and contract renewals—using our external HR consulting team for administration and specialist services eg compliance and legislation change implications
- Develop and maintain remuneration and benefits frameworks that are transparent, competitive, and designed through innovative workforce insights.

- Support leadership capability through coaching and mentoring, succession planning, and strategic capability building.
- Implement career development programs to strengthen workforce capability.

Governance & Compliance

- Collaborate with the CEO, Board, and Executive bringing fresh strategic thinking to organisational governance, workforce planning, and culture leadership.
- Lead improvements to HR systems, policies, and processes with the administrative and specialist support of the external HR consulting team.

Employee Relations

- Provide advice on industrial relations, Awards, and policy interpretation with the support of our external HR partner
- Support Managers to lead employee relations matters with fairness, transparency, and a mindset of innovation in conflict resolution and communication.
- Foster a management culture that prioritises workplace health and safety, integrating new approaches to wellbeing, risk mitigation, and staff empowerment.

SELECTION CRITERIA

Qualifications & Experience

- Relevant tertiary qualifications in Human Resources or related discipline.
- Demonstrated experience leading innovative change management and organisational development initiatives.
- Strong knowledge of strategic HR management, modern people and culture practices, and emerging HR trends.

Skills & Attributes

- A creative and strategic leader with a track record of delivering innovative people solutions to support organisational goals.
- Excellent communication and interpersonal skills; collaborative, service-oriented, and skilled in influencing through innovative thinking.
- Ability to engage, motivate, and develop staff across diverse backgrounds using fresh, inclusive, and future-focused approaches.
- Flexible, adaptable, and resilient, with a strong capacity to introduce and champion new ideas during times of change.
- Recognised as a change champion with proven ability to lead transformation, inspire innovation, and implement modern HR practice.

Desirable

- Experience working in social welfare, social services, community sector.

CAPABILITIES FOR THE ROLE

SAHSSI operates under the SHS Workforce Capability Framework (attached). This includes a Personal Attributes Matrix and 9 Capability Framework Streams that define the skills and attributes essential for success in the role.

ACKNOWLEDGEMENT

This job description outlines the general nature and responsibilities of the role. It is not a comprehensive inventory of duties and may be subject to change in response to operational needs.

Employee:		SAHSSI Representative:	
Signature:		Signature:	
Date:		Date:	