

Recruitment Pack: Manager, People and Culture

AUGUST 2025

The Human Rights Law Centre, a leading national human rights organisation, seeks an experienced Manager of People and Culture to join our People and Operations Team.

This is a full-time (0.8 FTE negotiable), 2 year contract position, based in the Centre's Naarm/Melbourne or Gadigal/Sydney offices.

About the Human Rights Law Centre

The Human Rights Law Centre takes legal action to defend people's human rights, and advocate for law reform and improved policy on issues affecting people's human rights. Working in partnership with people and communities, we challenge Australian laws and policies which stand in the way of justice and equity for all.

Our vision is that people and communities live with dignity and have the power to challenge injustice, and human rights are at the core of institutions and laws.

Our human rights-based approach, independence from government and corporate power, and our focus on legal action and law reform is what makes us unique.

The Human Rights Law Centre is a registered charity with offices in Melbourne and Sydney. We have a diverse staff team and Board with a strong, shared commitment to creating a better, fairer Australia.

About this role

Reporting to the Chief Operations Officer, the Manager, People and Culture provides operational oversight to the development and implementation of a range of systems and processes across all aspects of people & culture at the Human Rights Law Centre. It also leads a broad range of culturally informed People & Culture functions, including HR advisory, culture & change management, recruitment, learning & development, performance development & review processes, performance management, Workplace Health & Safety, HR reporting, and relevant policy development and review.

The Manager, People and Culture will support the Leadership Team to deliver on their organisational objectives by providing advice, guidance, and insight in the space of people & culture and performance.

The functions of the Manager, People and Culture will continue to evolve with the needs of the organisation. Full details can be found in the [position description](#).

Organisational relationships and extent of authority

The Manager, People and Culture is a key role in the People and Operations Team at the Centre and reports directly to the Chief Operations Officer.

Benefits of working with the Human Rights Law Centre

The Human Rights Law Centre is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We know our team and our work is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, women, LGBTIQ+ people and people with a disability are strongly encouraged to apply.

The position is a full time (0.8 FTE negotiable) 2 year fixed term contract with a six month probation period.

The full-time equivalent annual salary for this role is \$123,147 plus 12% Superannuation. You will have access to generous salary packaging provisions, 5 weeks' annual leave and four days (pro-rata for part time) of additional wellbeing leave each year.

The tax savings for staff who take full advantage of salary packaging options can significantly increase their take home pay.

The Human Rights Law Centre's Enterprise Agreement also provides paid cultural and ceremonial leave. See further: [Human Rights Law Centre Enterprise Agreement](#).

The Human Rights Law Centre offers flexible working arrangements, opportunities for professional development and mentoring, and a workplace culture that is collaborative, dynamic, values diversity and is committed to learning and looking after each other.

How to apply

Applications should be sent by email to jobs@hrlc.org.au. Applications should comprise:

- a cover letter addressing the selection criteria listed in the [position description](#) (maximum 2 pages); and
- your resume.

Please combine these as a single document in PDF format, with your name as the document title, e.g. [Firstname Lastname.pdf](#)

The closing date for applications is **Sunday, 7 September 2025 at 5.00pm**.

Applicants must have the right to work in Australia.

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with all the selection criteria in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles. We welcome and support diversity in all its forms and believe that a wide range of experiences and perspectives enriches our organisation and our work.

Further information

For further information about the Human Rights Law Centre, see www.hrlc.org.au. For further information about this position, email jobs@hrlc.org.au.