



POSITION DESCRIPTION

Title	Chief of People and Culture
Department	People and Culture
Reporting to	CEO
Location	Sydney NSW
Last Updated	March 2025
Employment	Permanent Full Time

PURPOSE

The role provides strategic and operational leadership of the People and Culture team at the AOC. As a member of the AOC Leadership Team, the role will support staff and Teams to perform at their best across upcoming Games, including Dakar 2026, Tahiti 2027, Dolomiti Valtellina 2028, Los Angeles 2028, the French Alps 2030 and Brisbane 2032.

KEY DELIVERABLES

- AOC Employee and Contractor Lifecycle Experience** – lead and be responsible for the AOC's workforce planning across Sydney and Brisbane offices (including succession planning), recruitment and selection, induction, workplace relationship issues, performance management, remuneration and employee engagement processes and initiatives, working closely with the People and Culture Manager, General Counsel and CEO.
- Australian Olympic Team Workforce Planning** – lead and be responsible for our Team workforce planning, recruitment and selection process and Team workforce wellbeing processes and initiatives working closely with the People and Culture Manager, General Counsel, Chef de Mission, CEO and reporting to Team Management Meetings.
- AOC and Team learning and development** – work closely with AOC Legal Counsel (Integrity) to develop, co-ordinate and deliver (as appropriate) appropriate learning and development content for the AOC employees, contractors, Committees and Executive members and Team members (athletes, officials, Team HQ).
- Culture, Remuneration and Nominations Committee** – be responsible for servicing the AOC Culture, Remuneration and Nominations Committee, working with the Chair of the Committee, AOC General Counsel and CEO to develop and deliver papers to the Committee meetings.
- Strategic Human Resources** – be responsible for the development and delivery of our people focused policies and procedures such as variable remuneration and time off in lieu policies, working closely with AOC General Counsel.
- Culture Champion** – be a champion for the AOC and AOT's people first culture, managing the AOC's Culture Council and leading the delivery and analysis of the AOC's annual culture survey, including developing initiatives to respond to issues.



- / **Family and Friends** – lead the delivery of any “Family and Friends” program for Olympic and Olympic Winter Games, as well as associated programs for regional and minor games.
- / **Work, Health and Safety** – work with the General Counsel to develop and deliver appropriate Work, Health and Safety initiatives across the AOC and AOT workforce, ensuring legal compliance and a wellbeing centred approach.
- / **Integrity and Safeguarding** – work with the AOC’s Integrity and Safeguarding Officer(s) to ensure appropriate and consistent approach to integrity and safeguarding matters in line with laws and AOC policies.
- / **HR Advisory** - Provide People and Culture related support to member sports and the OWIA.

ADDITIONAL RESPONSIBILITIES

- / Demonstrate the AOC values and ensure that they are embedded in all that we do.
- / Be aware of the compliance infrastructure and work in a manner in which minimises exposure to reputational, regulatory, financial, operational and/or commercial risk.
- / Maintain a strong understanding of the AOC’s Safeguarding Children, Young and Vulnerable Persons Policy and take action to ensure we do our utmost to protect children, young and vulnerable people from harm.
- / Maintain a strong understanding of the AOC’s Work, Health and Safety Policy and ensure the AOC complies with regulations and provides a safe workplace for all employees and volunteers.
- / Understand and execute on AOC’s social responsibility actions including the Reconciliation Action Plan and sustainability objectives.

PEOPLE MANAGEMENT

Direct Reports:

- / People and Culture Manager

EXPERIENCE PROFILE

- / Degree in Human Resources Management
- / Demonstrated experience of HR (senior level) at a National Sporting Organisation, major event organising committee, major not-for-profit or membership-based organisation or medium sized corporate.
- / Membership of CIPD, SHRM, AHRI or similar
- / Experience in use of technology integration and change management
- / Prior experience in reporting to and managing a board committee

ADDITIONAL INFORMATION

- / This position will include domestic travel and may be required to travel internationally.