

POSITION DESCRIPTION

Position	Governance Officer
Work location(s)	Geelong Arts Centre, 81 Ryrie Street, Geelong Geelong Arts Centre, 22 Malop Street, Geelong Costa Hall, Deakin University, Waterfront Campus, Geelong
Terms of engagement	Fixed Term – 12 months, Part-time
Hours of work	15.2 hours per week (hours can be spread across 2-4 days)
Classification	GPAC Enterprise Agreement – Administration Grade 2.2 (\$52,409 - \$56,550)
Terms & conditions	GPAC Enterprise Agreement 2020 and its successors
Approved by	Chief Executive Officer (CEO)
Date	1 June 2022
Occupant	Vacant

POSITION OBJECTIVES

This role will support the delivery of projects related to the application of governance, legislative and strategic frameworks and policy at Geelong Arts Centre. The role provides support to the Manager Governance, Risk & Compliance to garner stakeholder support in order to manage policy direction and implementation, to design and implement effective business systems and to support transactional work at the Centre.

This role is primarily concerned with the timely review, update and drafting of strategic and operational policies in accordance with legislation and/or guidance from the State Government and its departments as well as from the Geelong Performing Arts Centre (GPAC) Trust and its subcommittees, Creative Victoria (CV), Department of Jobs, Precincts & Regions (DJPR) and Department of Treasury & Finance (DTF), and other bodies as required.

Geelong Arts Centre is one of eleven Victorian State Government owned creative organisations under the umbrella of Creative Victoria. Since opening in 1981, Geelong Arts Centre has made significant artistic and cultural contributions to Geelong and the surrounding regions. Geelong Arts Centre is currently undergoing a period of exciting and dynamic change, in order to meet the cultural needs of a growing population and help secure Geelong's position as a global city. The Victorian State Government, through Creative Victoria, has committed funding for three stages of capital development. Stage One – the refurbishment of The Playhouse Theatre was completed in 2010, Stage Two - the Ryrie Street Redevelopment (\$38.5m) was completed and opened to the public in November 2019. The Geelong Arts Centre's Little Malop Street Redevelopment (\$140m) commenced in 2019 and is planned for completion in 2023. This investment will result in a world-class arts facility becoming the cultural heart of Geelong and the G21 region.

ORGANISATIONAL RESPONSIBILITIES

Contribute to the delivery of the Geelong Arts Centre's Strategic Plan (2021-2022), through aligning work force planning to strategic priorities and contributing to the development of our future strategic plans while exemplifying the organisation's values.

Geelong Arts Centre has a focus on art and community. We are driven by inspiring growth in activity, innovation, outstanding spaces, and creatives.

VISION

The creative heart of Geelong: an artery between creative industries and community to global thinking and extraordinary experiences

PURPOSE

Geelong Arts Centre is focussed on creativity and community. We are driven by inspiring growth in activity, innovation, outstanding spaces, and creatives. We aim to foster creative growth in a region renowned for its artistic energy and engagement.

VALUES

We are committed to:

- Integrity – building local relevance and trust with stakeholders
- Inclusion – multiple audiences, being a welcoming place to gather, championing diversity
- Ambition – understanding our place in the ecology and grasping opportunities
- Transparency – open, accountable, and committed to receiving feedback
- Respect – a diversity of ideas, contemporary thought, and world views.

The Geelong Arts Centre is committed to:

- The Victorian Government child safe standards and requires all staff to comply with its Child Safe Code of Conduct.
- Occupational health and safety (OH) in the workplace and require you to take reasonable care of your health and safety and the health and safety of anyone else who may be affected by your acts or omissions in the workplace. You are expected to work within Occupational Health and Safety Act, regulations and codes of practice and the Centre's OHS policies and procedures at all times

ORGANISATIONAL RELATIONSHIPS

Reports to

Manager, Governance Risk & Compliance

Directly supervises

None

Internal liaisons

- Primary

Corporate Services Team, Managers and Coordinators

- Secondary

All Centre Staff

External liaisons

Department of Jobs, Precincts & Regions (DJPR), Creative Victoria (CV), other Arts Agencies, Victorian Managed Insurance Authority (VMIA), Centre's legal partner, Internal & External auditors.

KEY RESPONSIBILITIES

People and teams

- Contribute to the continuous improvement of processes and overall procurement function.
- Be an active part of the Corporate Services team, including attending relevant training
- Collaborate closely with the Manager, Governance Risk & Compliance to undertake policy development.
- Maintain cooperative and effective working relationships at the Centre.

Policies and Procedures

- Timely review and update of policies and procedures relating to a range of applicable legislation, compliance frameworks and guidelines.
- Provide advice to the Manager Governance, Risk & Compliance on legislative requirements in the State of Victoria and the Commonwealth relating to policies due for review.
- Attend meetings of the Arts & Creative Sector Agencies Governance group to benefit from collective learning to formulate / update policies in line with current requirements.
- Join the Manager Governance, Risk & Compliance to liaise with relevant managers/coordinators/directors to decide on policy requirements and review existing policies to update based on best practices for the relevant area, preparing reports for the relevant Subcommittee.
- Maintain and update the policy register that reports the progress of policies review.
- Ensure the policies approved by the Subcommittees / Trust / CEO are made available to the employees by timely uploading on the Intranet.

Paralegal and transactional work

- Liaise with the legal partner to obtain legal advice for the Centre as and when required including seeking advice in relation to the transactional work undertaken at the Centre
- Assist with setting up systems to manage the review and approval of contracts that fall outside of the procurement process

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The financial delegation of this role is in accordance with the Trust approved Delegations of Authority in force at any given time.

QUALIFICATIONS AND EXPERIENCE

1 Essential

- Strong research and writing skills in an area that is comparable with writing policy and procedure.
- Excellent organisational skills with an ability to develop and improve business systems.
- Well-rounded communication and interpersonal skills.
- Strong computer literacy.

2 Desirable

- A qualification in Commerce, Law, Policy or other related discipline.
- Proficient in use of using Cloud-based software such as Microsoft office applications including but not limited to Excel Word, PowerPoint, Teams, SharePoint and Outlook

Personal attributes

- Able to find solutions through problem solving.
- A team player and engages collaboratively.
- Motivated and enthusiastic with a positive disposition.

Special characteristics

- Work outside of standard hours may be required from time to time in order to meet internal and external budget and financial reporting deadlines.
- This position must maintain currency of the following:
 - National Police Check
 - Australian Driver's License