

## POSITION DESCRIPTION

**Position:** Manager People and Culture

**Work location(s):** Geelong Arts Centre, 81 Ryrie Street and 20-22 Malop Street, Geelong  
Costa Hall, Deakin University, Waterfront Campus, Geelong

**Terms of engagement:** Permanent, Full-time

**Hours of work:** 38 hours a week

**Classification:** GPAC Enterprise Agreement – Administration Grade 5.2 (\$89,110 - \$94,821)

**Terms & conditions:** GPAC Enterprise Agreement 2020 and its successors

**Approved by:** Chief Executive Officer (CEO)

**Date:** 4 June 2021

**Occupant:** Vacant

## POSITION OBJECTIVES

Leading the human resources function and reporting to the Director Corporate Services, this position is responsible for designing and implementing programs and practices that will attract, engage, develop and build a vibrant, agile and high performing team to deliver upon the Centre's vision. Tasked with contributing to and delivering the organisation's people and culture strategies and training plan, the Manager will ensure high quality HR operations service delivery, with a focus on creating a positive culture and building capability and exceptional leadership through engagement, robust systems and planning.

## ORGANISATIONAL CONTEXT

Geelong Arts Centre is one of nine 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. Stage Three – the Little Malop Street Redevelopment (\$128m) 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

Geelong Arts Centre has a focus on art and community. We are driven by inspiring growth in activity, innovation, outstanding spaces and creatives. Our Vision is to be the Creative Heart of Geelong: an artery between creative industries and community to global thinking and extraordinary experiences

Organisational responsibilities are:

- To contribute to the achievement of the Strategic Plan through individual work plans; and
- To understand and adopt the Geelong Arts Centre's values of:
  - Inclusion and diversity;
  - Curiosity and exploration;
  - Greatness, inspiration and excellence;
  - Professionalism and rigour.

Geelong Arts Centre employees are committed to:

The Victorian Government child safe standards and all staff are required to comply with the Geelong Arts Centre Child Safe Code of Conduct.

Occupational health and safety (OHS) in the workplace. Employees are required to take reasonable care of the health and safety of themselves and anyone else who may be affected by acts or omissions in the workplace. Employees 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

<b>Reports to:</b>	Director Corporate Services
<b>Directly supervises:</b>	HR Coordinator
<b>Internal liaisons:</b>	Trust Subcommittees, Executive Leadership Team (ELT), Corporate Services team, All Centre Staff
<b>External liaisons:</b>	Live Performance Australia, Victorian Chamber of Commerce & Industry, Department of Jobs, Precincts & Regions (DJPR), Creative Victoria (CV), Victorian Public Service Commission (VPSC), Industrial Relations Victoria, Fair Work Commission, Victorian Managed Insurance Authority (VMIA), workers compensation insurer, GLAM HR Managers, industry networks, legal advisors, financial institutions, HRIS and other vendors/service providers, consultants

## KEY RESPONSIBILITIES

### 1 People and teams

- Lead the human resources team by coaching and developing them to deliver services and solutions that enhance organisational, team and individual performance and meet business objectives.
- Be an active part of the Corporate Services team, including attending all team meetings and training.
- Collaborate closely with the Executive Leadership Team (ELT), providing best practice HR advice and initiatives.
- Maintain cooperative and effective working relationships across the Centre.
- Provide the people related change management support for key organisational projects through the provision of tools and processes, including effective internal communication, identification of risk, evaluating impact of change on the team and delivering training and resourcing plans to ensure successful implementation and operational readiness.

### 2 HR Operations

- Manage, maintain and continually improve organisation-wide HR operations and practices, including:
  - Providing high quality and responsive HR advice and support to people leaders and team members across the Centre.
  - Manage the recruitment function and process to support hiring managers to attract and retain the best talent, including working with Marketing and other stakeholders to build the Centre's reputation as a great place to work.
  - Develop and maintain a fit for purpose onboarding and induction program which meets operational requirements and provides a great experience for new starters.
  - Manage and deliver overall reward and recognition initiatives.
  - Employee relations management including providing advice to people leaders and the Payroll function regarding team member entitlements and policies, interpretation of industrial instruments liaising with unions and employer organisations and effective performance and case management.
  - Develop and implement health and wellbeing initiatives, including management of EAP and other HR service providers.
- Assist CEO and Director Corporate Services with workforce planning, recruitment and retention of high performing teams.
- Responsible for developing and delivering the annual recruitment and training budget.
- Lead the Centre's enterprise bargaining negotiations, including planning, seeking input from and communicating with stakeholders and managing implementation upon approval.
- Maintain up to date knowledge regarding trends in all facets of HR and People & Culture strategies, as well as building strong networks in HR, creative sectors and government.

### 3 Culture, Capability & Performance

- In collaboration with the Director Corporate Services, develop and implement an overarching People and Culture Plan for Geelong Arts Centre to support operational imperatives and GAC Corporate Plan in the short, medium and longer term.
- Develop and implement a learning and development framework and support the delivery of learning and development initiatives, programs and strategies to build a team with the requisite skills and capability to achieve the Centre's vision.
- Implement an organisational development framework and approach, enabling the organisation to achieve its leadership strategies.
- Ensure up to date workforce planning and succession plans are in place across the Centre.
- Actively support and build capability in the leadership team and those with people responsibilities.
- Continuously improve and co-ordinate delivery of performance and development review processes. Support people leaders to effectively coach and manage performance.
- Champion and nurture Diversity & Inclusion initiatives across the Centre.
- Strive to create and maintain a dynamic, stimulating and enjoyable workplace culture across the Centre, including co-ordination of tools to monitor engagement eg. engagement/pulse surveys and other measures.

### 4 Systems, Reporting and Compliance

- In conjunction with the Manager ICT, review the HRIS and HR processes as part of the digital transformation project.
- Ensure appropriate information, training and development is available to support the team in utilising the HRIS.
- Encourage optimal use of the HRIS in practice, including reporting on relevant metrics and providing advice to management based on data.
- Ensure maintenance of compliant human resource related documentation including employment contracts, personnel files and related material.
- Maintain up to date knowledge of employment related legal requirements, including seeking specialist guidance through IRV, employer associations, Live Performance Australia, legal or other advisors where required.
- Ensure HR policies and procedures are regularly reviewed, maintained, communicated and implemented across the Centre.
- Coordinate the management of Workcover and related claims, including ensuring the Centre's obligations are met at all times with an emphasis on returning team members safely back to work.
- Coordinate and participate in Staff Consultative Committee.
- Participate in Occupational Health and Safety (OHS) committee and provide advice and support as necessary.
- Maintain the Incident Reporting Register, including monitoring follow up of all incidents, referral to appropriate senior staff and reporting to the OHS Committee.

## 5 Corporate Support

- Assist in planning Centre team meetings and team communications, including presenting to all staff meetings.
- Attend meetings with the ELT, and Trust Subcommittees on request.
- Build and maintain strong working relationships across Victorian Creative Industries, representing the Centre at appropriate DJPR or similar forums.
- Actively participate in preparation of the Centre's Strategic plan, Corporate Plan and Business plans, including developing annual salary budgets.
- Balance best practice within commercial constraints to contribute to the organisation's success, adding value to both the bottom line and helping to shape the organisation to deliver value added propositions.
- Assist the Director Corporate Services in the research, design, planning and implementation of projects as required.
- Assist the Director Corporate Services in a range of senior level administrative duties as directed.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Seek quotations in accordance with Procurement policies and procedures.
- The financial delegation for this role is in accordance with the Trust approved delegations in force at any given time.

## QUALIFICATIONS AND EXPERIENCE

### Essential

- Significant previous experience in a similar role or responsibility for People & Culture in a section within a large organisation.
- Graduate or post graduate qualifications in human resources, law, commerce or related discipline.
- Strong knowledge of employment legislation and requirements, including the Fair Work Act, National Employment Standards, Award and Agreement interpretation and OHS/Workcover administration and obligations.
- Demonstrated experience building capability across a growing team, including creation of learning and development plans and workforce planning.
- A track record of involvement across the broad reach of HR, from recruitment, change management to team communications, to working with HRIS.

### Desirable

- Experience in public sector human resource management, including knowledge of Victorian Public Sector processes and policies.
- Involvement in planning and implementation of HRIS.
- Experience working in the arts or creative sector.
- Membership of a recognised human resources professional body (preferably Australian Human Resources Institute), including recognition as a nationally certified HR professional or working towards certification.

- 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**

- Exceptional interpersonal and influencing skills, with the ability to communicate the cultural vision and the energy and organisational skills to get things done.
- Ability to manage challenging situations with calmness and professionalism.
- Ability to analyse and interpret complex information to make sound decisions, improve practices and develop new approaches.
- High level of personal and professional integrity and confidentiality.
- An ability to work autonomously, take ownership of projects, make recommendations to senior management and to lead groups with confidence.
- A willingness to develop, support and mentor team members with a desire to see them flourish.
- A team player who encourages others and engages collaboratively with team members, leaders and peers to meet objectives.

#### **Special characteristics**

- A component of evening and weekend work will be required as part of the normal hours of duty for this position.
- Flexible working hours and Working from Home option is offered in this role.
- Geelong Arts Centre requires that the incumbent for the position of all senior roles must undergo pre-employment identity checks and both National and International Police Checks (if spent more than 2 years overseas). Any unspent convictions must be disclosed prior to appointment or the offer of employment may be revoked. Ongoing currency relating to police checks must be maintained for the duration of employment.
- Current Victorian Driver's Licence.