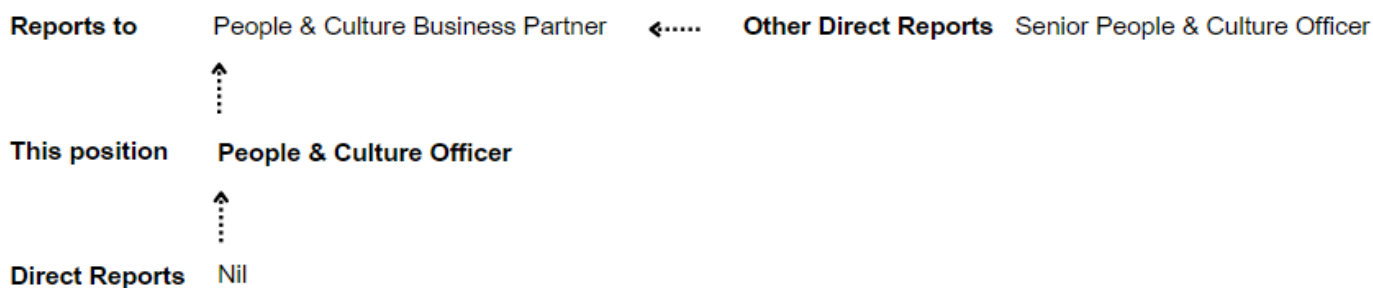


Senior People & Culture Officer

16606

Level	4	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	People & Culture		
Location	Perth Metro Venues		



Purpose

The **Senior People and Culture Officer** is responsible for delivering a range of a human resource services to support People and Culture functions such as, but not limited to transactional services, classification and establishment, process improvement, delivering projects, providing advice to leaders and employees across Arts and Culture Trust.

Responsibilities

1. Provides advisory services to management and staff on Human Resource Management initiatives.
2. Manages and delivers a range of process improvements across transaction HR services, ensuring changes meet operational and strategic goals.
3. Coordinates end-to-end recruitment activities, including on-boarding, induction of new employees to ensure compliance with Public Sector standards.
4. Uses initiative to find outcomes and solutions to human resources matters and requests from employees or management on all aspects of HR policies, practices and procedures.
5. Conducts research and provides advice, briefings and progress reports on a range of HR matters and initiatives.
6. Undertakes classification and establishment of positions, including creation of positions in the HRM Information System.
7. Assists with entering, maintaining and reviewing of statistical data for Human Resources reporting and findings as required.
8. Undertakes quality assurance checks and identifies risks on a range of Human Resources activities, management reports and publications.
9. Interprets and applies human resource management legislation, principles and policies to address workforce issues and monitor compliance with government and agency requirements.
10. Develops and maintains working relationships with leaders, within the Arts and Culture Trust and externally, that correlate to projects and/or initiatives.
11. Work collaboratively across the People and Culture team to achieve a coordinated and seamless service delivery to customers.

12. Delivers human resource transactions across the employee lifecycle.
13. Other duties as required that fall within the parameters of the position.

Compliance and Legislative Knowledge

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work Related Requirements

Essential:

1. Demonstrated experience providing support in a human resource environment, with a working knowledge of consultancy, training, process development and employment services.
2. Use initiative and commitment to follow up on matters, proactively source information and drawing on available resources to provide quality service delivery.
3. Manage all aspects of human resources across a broad range of human resource services within public sector framework.
4. Sound organisational and prioritising skills with the ability to see tasks through to completion to meet deadlines.
5. Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
6. Well-developed communication skills, including the ability to adapt messages to suit the intended audience.
7. Ability to understand and operate within ACT mission, vision and values.

Desirable:

8. Post-secondary qualification in HR or a related field.

Other Requirements:

Qualification and License Requirements

N/A

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Business Services - Ensures that the right resources are in place to deliver. Effective management of SLA with DLGSC. Delivers seamless systems and technology.
Team Purpose	NA
Position status	Permanent/full-time
Last updated	