



# ARTS AND CULTURE TRUST

## JOB DESCRIPTION FORM

### POSITION DETAILS

<b>Position Title</b>	Manager Human Resources
<b>Position Number</b>	14925
<b>Classification Level</b>	Level 7
<b>Award/Agreement</b>	Public Service Award 1992, or any other prevailing industrial instruments
<b>Division</b>	Arts and Culture Trust
<b>Branch/Section</b>	Human Resources
<b>Physical Location</b>	89 St. George's Tce Perth and other ACT venues if required.
<b>Effective Date</b>	21/06/2023
<b>Employment Type</b>	Permanent
<b>Employment Status</b>	Full time

### REPORTING RELATIONSHIPS

#### POSITION REPORTS TO

TBA	TBA	TBA
-----	-----	-----

#### POSITIONS REPORTING TO THIS POSITION

Senior Human Resources Consultant Fixed Term Contract	15327	Level 6
Human Resources Consultant	13374	Level 5
Human Resources Officer Fixed Term Contract	15325	Level 3
Human Resources Officer Fixed Term Contract	15850	Level 3

## **PURPOSE OF THE POSITION**

Leads and develops people and culture strategies, projects, and initiatives in line with the Arts and Culture Trust's (ACT) corporate objectives. Partners with staff to build effective employee engagement and culture through facilitating effective recruitment, retention, and employee relation strategies.

## **DUTIES OF THE POSITION**

This section outlines the essential results and outcomes required of an individual in this position.

### **Leadership**

1. Partners with senior leaders to develop and deliver staff culture and engagement activities that align with the ACT's values.
2. Leads and manages the Human Resources team to effectively deliver strategic and operational HR services such as recruitment and selection, position classification, HR compliance, reporting, performance development, workforce planning, and employee support.
3. Participates as a member of the ACT Executive team
4. Provides leadership and coaching to develop ACT's Human Resources team's capacity and capability.

### **Strategic Human Resources**

5. Leads people and culture projects and initiatives, including diversity, equity, and inclusion initiatives.
6. Uses data-driven analyses and metrics to measure the effectiveness of people and culture related programs and activities and applies this to drive continuous improvement.
7. Develops, implements, and reviews strategies, policies, and practices for human resource management.
8. Contributes to the achievement of the ACT's strategic and operational objectives.
9. Partners with the management team to align HR strategies and practices and change initiatives with business strategy.

### **Employee / Industrial Relations**

10. Provides an advisory service to the CEO, management and staff on employee and industrial relations matters and ensures the effective implementation, compliance and monitoring of relevant public sector legislation, guidelines, industrial instruments, and human resource standards.
11. Fosters a positive employee experience by partnering with the DLGSC Coordinator Work Health Safety and Business Services representative, regarding the management of ACT employee HR matters including compensation claims, injury management and return to work programs.
12. Represents the ACT on relevant committees and groups including the Joint Consultative Committees.
13. Coordinates grievance, substandard performance, and disciplinary investigations, negotiates with external parties regarding such matters.
14. Seeks to continually improve the ACT's approach to workplace relations.

### **Organisational Development**

15. Develops and implements strategies to support and facilitate organisational change.
16. Leads and manages a staff development and performance management framework for ACT.
17. Leads and manages the ACT's strategic workforce development planning functions to help ensure future workforce needs are met.
18. Stays current with industry trends and regulations and makes recommendations for HR policy and procedure updates.

### **Project Management**

19. Initiates, leads, and undertakes complex projects relating to a broad range of people and culture strategic initiatives using sound project management principles, including leading cross-functional teams to successful outcomes.

### **Other Duties**

20. Forms effective partnerships to ensure services delivered by the DLGSC meet the needs of the ACT.
21. Conducts presentations and briefings as required.
22. Other duties as required.

### **Corporate Responsibilities:**

23. Models, promotes, and demonstrates a genuine commitment to the ACT's organisational values.

## **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**

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### **ESSENTIAL**

#### **1. Role Specific**

Significant knowledge of contemporary human resource practices, policies, and legislative compliance and its application in the provision of HR advice and services in an organisation.

## **2. Shapes and Manages Strategy**

Demonstrated experience in leading and implementing people and cultural strategies, projects, and initiatives across the organisation.

Demonstrated experience in organisational change management to effectively deliver on strategic outcomes.

## **3. Achieves Results**

Demonstrated experience in developing and implementing strategies to build capability, capacity, and employee engagement.

Significant experience in leading and managing organisational development initiatives that build workforce capacity for present and future requirements.

## **4. Builds Productive Relationships**

Excellent interpersonal, consultation, negotiation and influencing skills, with a demonstrated ability to develop and manage strategic relationships and networks.

## **5. Communicates with a high level of Personal Integrity and Self-awareness**

Demonstrated ability to provide leadership, coaching and business partnering to build organisational culture with a high level of personal integrity and alignment to the organisation's values.

Well-developed written communication skills, with experience in the development of workforce related strategies, policies, processes and procedures.

## **6. Sound Leadership skills**

Significant experience in leading and managing organisational development initiatives that build workforce capacity for present and future requirements.

## **7. Qualification/Experience**

Possession of or progress towards tertiary qualifications and / or extensive experience in human resource management or a related field.

## **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

### **SPECIAL CONDITIONS**

Nil

### **APPOINTMENT IS SUBJECT TO**

100 Point identification check.

Right to Work in Australia.

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

### **TRAINING**

Complete induction within three months of commencement.

Complete Accountable and Ethical Decision-Making Training within 6 months.

Complete any training specific to the role required by ACT policy.

# CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

**Corporate Executive Representative Signature** Enter text.

---

**Date** Enter a date.

*I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.*

**Employee Signature** Enter text.

---

**Date** Enter a date.

## ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the Arts and Culture Trust Act 2021 was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT manages the following venues:

His Majesty's Theatre

Subiaco Arts Centre

The State Theatre Centre of Western Australia

The Albany Entertainment Centre

Perth Cultural Centre

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service