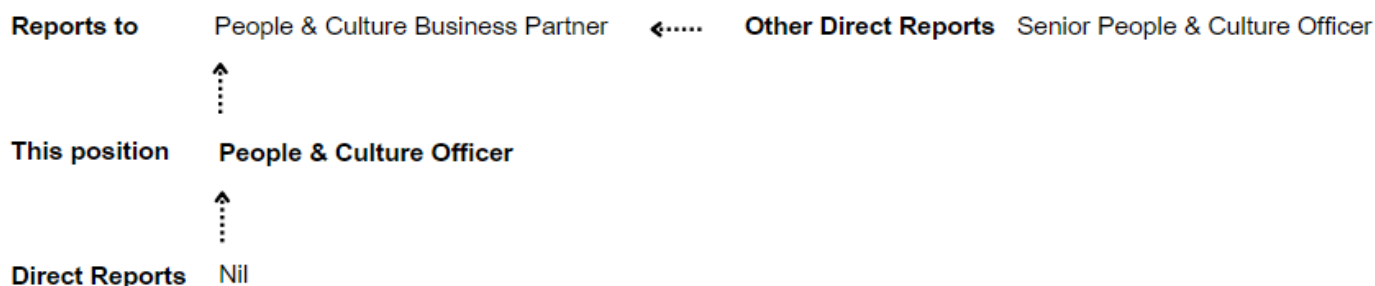


People & Culture Officer

16612

Level	3	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	People & Culture		
Location	Perth Metro Venues		



Purpose

The **People and Culture Officer** is responsible for delivering a range of administrative and transactional human resource services to support People and Culture functions such as, but not limited to pay and leave entitlements, recruitment assistance, onboarding, induction, terminations and HR administration.

Responsibilities

1. Provides a consultancy and advisory service to management and staff on Human Resource Management initiatives.
2. Provides support in workforce planning activities by assisting with the analysis of current and future staffing needs to align with organisational goals.
3. Assists with human resource reporting and analysis, including gathering data, preparing reports, and providing insights to inform decision-making and improve HR strategies.
4. Supports the development and implementation of learning and development initiatives, helping to identify training needs, coordinate programs, and evaluate their effectiveness in enhancing employee skills.
5. Contributes to equity and diversity programs by promoting inclusive practices and supporting initiatives that foster a diverse and equitable workplace.
6. Assists in organisational design and structure review processes, contributing to the development of frameworks and models that support the effective operation of the organisation.
7. Supports job analysis and the preparation of position descriptions, ensuring roles are clearly defined and aligned with organisational needs and compliance requirements.
8. Provides assistance in recruitment and selection processes, from drafting job advertisements to participating in interviews and coordinating onboarding activities.
9. Assists with redeployment and career transition activities, including supporting employees in finding new roles within the organisation or transitioning to external opportunities.
10. Supports the determination of job classifications, assisting with evaluations to ensure positions are appropriately classified in line with organisational and regulatory standards.
11. Provides assistance with employee relations matters, such as helping to resolve workplace issues, ensuring compliance with policies, and fostering positive relationships between staff and management.

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12. Contributes to the development and improvement of human resource processes, working on the design and implementation of systems that enhance HR efficiency and effectiveness.
 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. Ability to research, analyse and make evidence-based recommendations.
3. Sound organisational and prioritising skills with the ability to see tasks through to completion to meet deadlines.
4. Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
5. Ability to demonstrate public service professionalism by performing duties of the role in accordance with team objectives, obtaining feedback and guidance from manager where required.
6. Well-developed communication skills, including the ability to adapt messages to suit the intended audience.
7. Ability to understand and operate within ACT's mission, vision and values.

Desirable:

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

Other Requirements:

1. This position is based at His Majesty's Theatre; however, the employee may be required to work from any of the Arts and Culture Trust metro sites as required.

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	0.8 Permanent/full-time
Last updated	