



# POSITION DESCRIPTION

Position	<b>Manager, Governance – Policy and Contract Management</b>
Department	Corporate Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Remuneration	Grade 5.2 - \$113,200pa, plus 12% superannuation
Terms of engagement	2-year fixed term on a Part-time basis (0.8 FTE capacity)
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	March 2026
Approved by	Chief Executive Officer & Creative Director

## ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,



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allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

## OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

## RELATIONSHIPS

<b>Reports to</b>	Director, Corporate Services
<b>Supervises</b>	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Governance team.
<b>Internal Relationships</b>	CEO & Creative Director, Directors, Trust and Subcommittee members, Managers and all other Centre staff.
<b>External Relationships</b>	Internal Auditors, External Auditors, Victorian Auditor General Office (VAGO), Department of Treasury & Finance (DTF), Department of Jobs, Skills, industry & Regions (DJSIR), Creative Victoria (CV) and its cultural agencies, industry networks, Australian Taxation Office (ATO), Australian Security and Investment Commission (ASIC), Office of the Victorian Information Commissioner (OVIC), legal advisors, financial institutions, system providers and consultants.

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## POSITION OVERVIEW

The Manager, Governance – Policy and Contract Management is responsible for leading the development, implementation, and oversight of the organisation's governance frameworks, with a strong focus on policy management and contract lifecycle governance.

The role ensures policies and contracts are contemporary, compliant, consistently applied, and aligned with legislative, regulatory, and organisational requirements. Working closely with Trust and Subcommittee members, executive leaders, legal advisors, and operational teams, the Governance Manager provides expert advice, drives continuous improvement, and strengthens accountability, risk management, and decision-making across the organisation.

This position works with Trust members, the CEO, the Director Corporate Services and Executive Assistant to CEO to manage Trust and Subcommittee governance and provides organisational and administrative support to these committees.

## PRIMARY RESPONSIBILITIES

### Governance

- Lead and maintain the organisation's policy framework, ensuring alignment with best-practice principles, legislative obligations, and organisational strategy.
- Provide high-level governance advice to the Executive, Trust, and senior leaders on policy, compliance, and contract-related matters.
- Support effective decision-making through clear governance processes, delegations, and accountability mechanisms.
- Oversee the end-to-end policy lifecycle, including development, review, approval, implementation, and evaluation.
- Support internal stakeholders to write policy and procedure that apply to their business area and/or area of expertise including managing the review and approval process with the Trust or Subcommittees as required.
- Support the Director, Corporate Services to manage the Centre's compliance with the *Privacy and Data Protection Act 2014*, *Freedom of Information Act 1982* and *Public Records Act 2002* including the Centre's Privacy and Data Protection Framework, to govern privacy, information management, information security and acceptable use activities.
- Contribute to the timely delivery of papers and reports for Trust, and Governance, Nominations and Remunerations Subcommittee meetings; attend meetings and present on relevant reports; deliver the induction for new members and monitor Trust membership.
- Work collaboratively with business units to embed policy requirements into operational practice to enhance accountability and strategic risk management.
- Manage regulatory change through monitoring the regulatory environment, advising the organisation on how to prepare for and manage regulatory change.

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- Identify and manage governance, policy, and contract-related risks, escalating issues as required.
- Communicate and implement governance frameworks and policy to Centre staff and Trust and Subcommittee members including leading change implementation and management, delivering training and ensuring resources are available on the Centre's intranet.
- Act as the first point of contact for legal matters and liaise with legal retainer to provide support and advice to the Centre on legal matters including significant contractual and procurement issues (including State Purchase Contracts), high value commercial transactions, major projects, privacy, data, cyber security, technology, intellectual property and employment and industrial relations advice

## Contract Management

- Develop and implement an enterprise-wide contract management system that ensures that business processes and system enhancements improve the Centre's contract management maturity and that an audit trail is adequately documented for probity, accountability and audit purposes.
- Support contract owners to administer the Centre's contract management process including providing advice and support to key stakeholders to negotiate with external parties and managing contract review and drafting for contract owners.
- Manage the Centre's legal retainer by seeking legal advice where required for contract matters.
- Conduct analysis to understand contract management process requirements, including monitoring contract variations, expiring contracts and contract renewals to ensure continuous improvement of business practices and of the Centre's contract management maturity.
- Direct stakeholders through the contract management process to ensure compliance and ensure contract owners are accountable for adhering to the process.
- Develop and maintain guidance documents for the staff intranet, communicate and provide training where necessary for Centre staff to effectively use the contract management process.
- Partner with Legal, Finance, Procurement, and operational teams to strengthen contract management capability and consistency.

## People and teams

- Contribute to the continuous improvement and overall success of the Corporate Services department, its services, and functions.
- Be an active member of the Corporate Services team including attendance at team meetings and training.
- Collaborate with key stakeholders to apply governance and legislative frameworks specific to Victorian Government agencies and to design, implement and sustainably embed the Centre's internal governance frameworks and policy.



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- Actively contribute to internal working groups and committees and external communities of practice, as required

## Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

## Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

## SELECTION CRITERIA

### Essential qualifications and experience

To be successful in this position you will have:

- Qualifications in business, accounting, legal, risk management, governance, compliance or audit or a combination of relevant experience and qualifications in a related discipline.
- Experience (5+ years) in governance, policy development, risk, and compliance, with knowledge of relevant regulations, policies, and sector best practices.
- Strong understanding of legislative, regulatory, and compliance frameworks (public sector experience desirable)
- Highly developed stakeholder management, influencing, and advisory skills and ability to, foster a culture of compliance and accountability.
- Analytical and problem-solving mindset, demonstrating curiosity and confidence when working with policies, regulations, and governance challenges with an ability to translate compliance requirements into practical, engaging, and accessible processes for staff.
- Experience preparing documentation and reporting for Board / Trust and Audit and Risk Committees.
- Demonstrated high level of discretion, sensitivity, trust and pragmatism.



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- Technological proficiency, particularly across Microsoft 365 and other digital compliance tools.

## Desirable qualifications and experience

- Experience as a corporate or commercial lawyer providing legal advice at a senior level.
- Familiarity with governing legislation including the Financial Management Act (1994) and the Public Administration Act (2004) together with experience working in a Victorian public entity or similar organisation.
- A genuine passion for providing exceptional support and contributing to the overall success of the team.

## Special requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
  - Current and valid Working with Children's Check (employee)  
The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

## CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

<b>Service culture</b>	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs
<b>Integrity</b>	Committed to the public interest and operates in a manner that is consistent with the organisation's code of conduct, coupled with an ability to handle sensitive and confidential information and material, with an emphasis on tact and discretion.
<b>Communicating with influence</b>	Engages and energises others through confident and persuasive communication; tailors communication style and message according to audience needs
<b>Continuous improvement</b>	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.



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## Consulting and advice

Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

## INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.