



POSITION DESCRIPTION

Position	People and Culture Advisor
Department	People and Culture
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Award classification	Administration Grade 3.1
Remuneration	\$70,100 pa, plus 12% superannuation
Terms of engagement	12-month fixed term in a full time (1.0 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

Reports to	Manager, People and Culture
Supervises	The role does not include direct supervisory responsibilities however works collaboratively with other roles within the Centre to deliver shared goals and improvement projects.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Contractors and consultants, community stakeholders, prospective staff.



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POSITION OVERVIEW

The People and Culture Advisor is a generalist and hands-on role responsible for providing all facets of contemporary and best practice human resources (HR) services and support to the organisation and its leaders on day-to-day staff and employment matters. The Advisor supports, coaches and provides operational advice on all elements of the employee lifecycle and people practices, whilst also supporting strategic initiatives.

PRIMARY RESPONSIBILITIES

- Act as an trusted advisor to employees and managers, providing guidance on HR policies, procedures, and best practices.
- Contribute to the provision of advice, support, and consultancy to people leaders on day-to-day staff employee lifecycle and people practices offering solutions in accordance with Centre policy, legislation, the National Employment Standards and industrial agreements.
- Collaborate with business leaders to resolve employee relations issues in a fair and timely manner, maintaining confidentiality and sensitivity throughout the process.
- Contribute to the review and enhancement of P&C services, policies, procedures and systems to maximise operational efficiencies and enhance the employee experience.
- Oversee recruitment activities, manage onboarding programs, and coordinate new hire processes; prepare employment documentation and employment variations.
- Contribute to the continuous improvement and optimisation of our HR business systems and digital information and support and enhance the way we report on data, provide analysis, visualisation, and insights to add value to our business teams.
- Serve as a systems expert for the Centre's HR systems; support system enhancements and assist to develop and implement automated HR processes and functions wherever possible.
- Coordinate and support the delivery of employee engagement and wellbeing events, internal communications, training and development programs, and reward and recognition initiatives
- Support the administration of probation and the Centre's performance management cycle, including goal setting, feedback collection, and performance reviews.
- Support processes relating to staff complaints, disciplinary processes and grievances in an efficient manner ensuring confidentiality and ensure administration and documentation align with business practice and policy.
- In conjunction with Manager, People and Culture, provide basic advice on the interpretation and practical application of HR policy, procedures, guidelines and employee relations issues to people leaders and staff.



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- Comply with and ensure the Centre complies with all legislative requirements applicable to the work performed as well as Centre policies and procedures and industrial frameworks.
- Design and implement learning initiatives to support employee growth and skill enhancement. Identify training needs, develop appropriate training programs, and facilitate learning opportunities aligned with business goals.

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 experience in a similar role and thrive in a high-energy, innovative environment. You will have:

- Relevant qualification or practical work experience in human resources.
- Passion for creating an exceptional employee experience, including digital environments.
- Systems and data savvy with proven experience working with an HRIS (such as ELMO or similar platform) and confidence when navigating people platforms.
- Demonstrated ability to build highly effective working relationships by establishing credibility, respect, and rapport with both internal and external stakeholders.
- A good understanding of the Fair Work Act, Awards, and National Employment Standards, as well as a well-developed understanding of their application and interpretation.

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- Demonstrated ability to successfully manage competing stakeholder needs in an outcome focussed environment.
- Sound internal consulting, influencing, negotiation, conflict resolution.

Desirable qualifications and experience

- Experience in administering WorkCover claims and assist with reimbursements.

Other requirements

- This role will be performed mostly on-site supporting the Centre's strong in-person team culture. Geelong Arts Centre operates in a partially hybrid mode, with some of our workforce negotiating working from home one day a week.
- 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:
 - 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:

Service culture	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.
Digital literacy	Promotes technical solutions to modernise work practices, ensuring alignment with business requirements and contemporary digital landscape; actively grows capability in digital communication and technology literacy.
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.
Communicating with influence	Engages and energises others through confident and persuasive communication; confidently conveys ideas and information with clarity; understands and meets the needs of target audiences (i.e. the right information to the right people).
Drive and commitment	Demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue



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discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.

Collaboration

Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.

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.