



POSITION DESCRIPTION

Position	People and Culture Business Partner
Department	People and Culture
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 5.2
Remuneration	\$113,200 pa, plus 12% superannuation
Terms of engagement	Ongoing 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	September 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	Director, People and Culture
Supervises	The role does not include direct supervisory responsibilities. It provides senior guidance, coaching and workflow support across the P&C team as required.
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 & Culture Business Partner (Senior) provides high level generalist HR partnering and operational delivery across the entire Centre. The role is operational and delivery focused, ensuring consistent application of HR frameworks, policies and processes, and supporting organisational effectiveness through proactive partnering, coaching and implementation of people initiatives.

The role provides senior advisory capability across employee relations, workforce planning, recruitment, performance, change implementation and capability uplift. It works collaboratively with leaders to anticipate workforce needs, resolve complex issues and strengthen manager capability.

PRIMARY RESPONSIBILITIES

Senior P&C Business Partnering and Advisory

- Build effective working relationships with managers and employees across the Centre providing professional and practical HR advice and support.
- Coach and support managers to effectively manage people matters and apply sound people management practices.
- Provide advice on the interpretation and application of employment conditions, legislation, industrial instruments, policies and procedures.
- Identify emerging people issues and work collaboratively with managers to develop appropriate solutions.

Employee Relations and Case Management

- Lead complex ER / IR matters including performance management, conduct issues, grievances and investigations.
- Ensure all ER matters are managed consistently, fairly and in line with legislation, industrial instruments and organisational policy.
- Coach leaders in early intervention, constructive performance conversations and documentation requirements.
- Provide recommendations to support fair, timely and compliant resolution of workforce matters.

Recruitment and Workforce Planning

- Deliver end to end recruitment, onboarding and workforce planning across the Centre.
- Provide recruitment and workforce planning support across all directorates and functions.
- Support leaders with position design, capability requirements and succession planning.

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- Ensure recruitment processes are values aligned and compliant with state government practices.
- Contribute to workforce insights and planning activities led by the Director, People and Culture.

Change Implementation

- Support organisational change processes, including consultation, communication and implementation of approved structural changes.
- Partner with leaders to build change readiness and support transitions.
- Ensure workforce impacts are managed appropriately and in accordance with organisational policies.

Capability, Performance and Development Delivery

- Deliver capability uplift and development activities designed by the Director, People and Culture and Senior Manager, Organisational Development.
- Facilitate workshops, learning sessions and team development activities. Including team development, capability uplift and values aligned behaviour programs.
- Support the implementation and ongoing operation of the organisation's performance and development framework.
- Coach managers in setting expectations, providing feedback, managing performance and identifying employee development needs.

Culture and Engagement

- Support culture, engagement and inclusion initiatives across the Centre.
- Partner with leaders to embed values aligned behaviours and positive workplace practices.
- Contribute to staff engagement activities, people matter, pulse checks and internal communication initiatives.

Data and Insights

- Use HR metrics, workforce data and insights to inform decisions, identify trends and recommend improvements.
- Provide regular reporting to leaders on workforce indicators and emerging risks.
- Support continuous improvement through data driven recommendations.

People and Teams

- Contribute to the overall success of the People and Culture directorate, its services, reputation and brand across the Centre.
- Work collaboratively with the P&C Operations Partner and Senior manager, Organisational Development to ensure seamless delivery of people services across the Centre.

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- Support workflow coordination and service consistency across the P&C team.
- Be an active member of the People and Culture team including attendance at team meetings and training.

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:

- Tertiary qualification in Human Resource Management, Business or another relevant discipline, or an equivalent combination of relevant education and experience.
- Extensive understanding of the Fair Work Act, Awards and National Employment Standards, as well as a mature understanding of their application and interpretation
- Demonstrated experience of delivering senior generalist human resources partnering across ER/IR, recruitment, workforce planning and performance.
- Demonstrated experience providing P&C advice and coaching to managers, including the management of employee relations, performance and conduct matters.
- Experience interpreting and applying employment legislation, industrial instruments, policies and employment conditions.
- Demonstrated ability to build effective relationships and work collaboratively with managers, employees, team members and other stakeholders.
- Experience with HRIS platforms and HR workforce analytics.

Desirable qualifications and experience

- Experience in public sector or regulated environments.

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- Experience in managing WorkCover claims to successful resolution.
- Professional membership of the Australian HR Institute (AHRI) or another relevant professional body.

Other requirements

- 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:

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), welcomes constructive feedback and sees things from others' points of view and confirms understanding.
Integrity	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.
Relationship building and teamwork	Establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
Analysis and problem solving	Analyses issues from diverse perspectives, draws sound inferences from information available and offers sustainable practical solutions

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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.