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| **Position Title:** | Head of People and Culture |
| **Department:**  **Manager:** | People and Culture  Executive Director |

**About the Perth Festival**

We affirm the primacy of Indigenous culture by acknowledging our presence on Whadjuk Noongar Boodjar.

As the longest-running arts festival in the nation, our not-for-profit organisation is dedicated to enriching life through art. We are answerable to our community and seek to demonstrate the power of art to bridge divisions and unite people from all sectors of life. The inclusivity we seek addresses multi-cultural, socio-economic and geographical divides.

We champion rich Indigenous traditions and contemporary art practices. We collaborate with local institutions, grassroots arts organisations to develop opportunities, skills and jobs for Western Australians, as we have since our foundation in UWA in 1953.

Perth Festival is central to supporting the next generation of creative thinkers. We commission and present works that give voice to this generation, as well as commission acclaimed National and International artists to collaborate with local artists. New perspectives, big ideas and creative action at the Festival can provide the toolkit for our community to thrive in the 21st century.

Perth Festival has many strengths to draw on in seizing opportunities and rising to the challenges we face. Using our strategic pillars of community, leadership and sustainability we aim to fulfil our vision to be at the heart of our local community on Whadjuk Noongar Boodjar and a world leader for cultural and artistic experience.

**About the work area**

The People and Culture team is responsible for ensuring that Perth Festival is a people-first organisation. The team’s role is integral to creating a safe, supportive, productive and engaging workplace, ultimately contributing to the organisation’s success.

**Role statement**

As the Head of People and Culture at Perth Festival, you will lead the strategic and operational aspects of human resources, ensuring that our organisation attracts, develops, and retains the best talent. Your expertise will foster a collaborative, inclusive, and innovative culture that aligns with the Festival’s values and objectives. This role is pivotal in enhancing our reputation as a leading arts organisation and an employer of choice.

**Key responsibilities**

1. **Strategic Leadership**
   * Develop and implement a comprehensive and integrated people strategy that supports the Festival’s artistic, strategic and operational goals.
   * Collaborate with senior management to integrate HR strategies for organisational development and growth.
   * Provide leadership, guidance and advice to employees and managers, on a wide range of people issues to maximise the capability and performance of all the Festival Group’s employees.
   * Identify innovation and continuous improvement opportunities from a People and Culture perspective and contribute to organisational learning and development as a Senior Leader.
2. **Workplace Culture**

* Actively shape and promote an organisational culture that supports the Festival’s values and mission, and champion a positive and dynamic organisational culture by embodying and living the Festival’s values of Innovation, Excellence, Access and Trust.
* Work across the organisation to provide advice and support across all aspects of Aboriginal and Torres Strait Islander cultural engagement at Perth Festival
* Develop and implement cultural strategies and communication frameworks that maximise engagement, employee performance and values-led behaviours, including operationalising the Festival’s new Culture Action Plan.
  + Oversee the development and implementation of internal communication processes and core annual workplace culture events, including but not limited to end of year celebration.

1. **Organisational design**
   * Support the Executive Director and the Board with organisational design plans – including strategy development and implementation that aligns the Festival team with approved business plans and strategies.
   * Support each department to develop, execute and evaluate an appropriate workforce plan, ensuring the organisational structure can achieve care for and investment in people, supports business needs and delivers long-term cultural sustainability.
   * Oversee and manage the staffing overheads budget and ensure that all decisions are recorded, data is up-to-date and that it is provided to the CFO in a timely manner.
   * Facilitate and coordinate projects relating to organisational design change and transformation as required.
   * Oversee the development, review and maintenance of organisation wide employment and employee related policies and procedures.
2. **Recruitment and Retention**
   * Oversee the recruitment, selection, and onboarding processes to ensure they are efficient, equitable, and aligned with our strategic needs.
   * Develop succession planning and retention strategies for key talent and roles.
   * Design and facilitate ongoing professional development and training programs tailored to enhance skills and promote career growth among staff.
   * Measure and assess engagement and staff satisfaction to identify low-engagement areas and assist with developing and implementing strategies to improve.
   * Undertake benchmarking of employee remuneration and develop remuneration strategies that align with industry standards.
3. **Performance Management & Employee Relations**
   * Develop and implement performance review and management systems that reflect the Festival’s priorities and values, ensuring high performance and employee accountability.
   * Provide support and guidance to managers on performance issues through coaching and improvement strategies.
   * Manage interactions between the Festival and its team, ensuring good working relationships, addressing grievances, managing disputes and fostering a positive work environment.
   * Serve as a key point of contact for employee relations issues, ensuring they are handled sensitively, confidentially, and in accordance with legal and ethical standards.
4. **Learning and development**
   * Support each department head to create learning and development plans as an outcome of the performance review process to identify and coordinate learning and development opportunities for their team.
   * Build capability and skill flexibility with succession planning, training and career development programs.
5. **Compliance and Risk management**
   * Ensure the organisation complies with all laws and regulations related to employment, labour and workplace safety.
   * Establish and maintain systems as required, including systems of employee records, ensuring compliance with relevant Awards, legislation and standards as well as Perth Festival policies.
   * Enhance and implement compliance training to ensure that staff are aware of and compliant with applicable workplace laws and policies.
   * Ensure industrial compliance throughout the employee lifecycle (from recruitment to termination of employment processes).
   * Oversee employee relations and investigations, as well as all union related matters.
   * Set the standard of a positive health and safety culture by implementing the Perth Festival safety management system and safety standards, attending all scheduled safety meetings, visiting active sites, and enforcing HSE principles at all levels.
   * Provide strategic health, safety and wellbeing advice and expertise to employees on a broad range of safety issues, including in the identification and management of risk factors and support the business to implement health and safety improvements.
6. **Diversity and inclusion**
   * Identify, champion and support diversity, equity and inclusion initiatives across the organisation overseeing the organisations accountability for our Reconciliation Action Plan and Diversity and Inclusion Plan.
   * Champion a positive and dynamic organisational culture, fostering an environment of open communication, innovation, and continuous improvement.
   * Drive initiatives that promote diversity, equity, and inclusion within the workplace.
7. **Other**
   * Attend Perth Festival events and work-related functions as required.
   * Any other duties as directed by the Executive Director.

**Specific work capabilities**

* + **Leadership** – you demonstrate the ability to lead the People and Culture strategy to take a long-term view of organisational sustainability and growth by cultivating an environment that empowers people to collaborate, innovate, take risks and deliver outstanding results
  + Cultivate an environment that empowers people to collaborate, innovate, take risks and deliver outstanding results.
  + Create a safe, creative, productive, inclusive and respectful workplace. We should also have fun!
  + Attract and retain a skilled team who are supported to learn and develop within our organisation.
  + Take a long-term view of organisational sustainability.
  + **Values Driven** – you demonstrate Perth Festival’s values – Innovation | Excellence | Access | Trust – and celebrate humanity with creativity.
  + **Inclusive** – you act in a way that fosters a culturally safe and inclusive workplace where we value diversity and difference.
  + **Sustainable Creative Practice** – you create and choose from numerous strategic options and make decisions to deliver the most impactful strategic outcome.
  + **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
  + **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
  + **Accountability** – you take a proactive approach to achieving required goals and outcomes both personally and for Perth Festival.
  + **Coaching** – you continuously develop yourself and others.

**Selection Criteria:**

* + Bachelor’s degree in Human Resources, Business Administration, or related field;
  + Extensive HR leadership experience, preferably in the arts, non-profit, or related sector.
  + Demonstrated ability to develop and implement HR strategies that align with organisational goals.
  + Strong understanding of employment law, Workplace Health and Safety, compensation, organisational planning, employee relations, and training and development.
  + Excellent interpersonal and communication skills, with the ability to engage effectively at all levels of the organisation.
  + Proven track record in fostering inclusive workplaces and managing diversity.
  + Extensive experience with the development and implementation of systems and processes to improve business performance.
  + Demonstrated capacity and experience in managing difficult situations under pressure.
  + Excellent written and verbal communication, consultation, facilitation and negotiation skills.
  + Excellent planning and organisational skills with a high level of independence and initiative.
  + Experience working with Aboriginal and Torres Strait Islander people and / or people from culturally and linguistically diverse backgrounds.

**Special Requirements**

This role will require some evening and weekend work during Festival delivery periods, therefore a flexible approach to working hours is required.