

PEOPLE & CULTURE BUSINESS PARTNER (PCBP)

Company Profile

Our Vision

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

Our Purpose

To share remarkable stories that enable people to better understand the world around them.

Our Values

Leadership: We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant art form in Australian and internationally.

Equity and Inclusion: We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

Creativity: We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

Connection: We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

Our Pledge

Theatre is for everyone.

Melbourne Theatre Company is committed to sharing stories that reflect the diversity of the human experience.

We believe that producing the highest quality theatre is only possible when all artists – regardless of race, sexuality, faith, ability, age, or gender – are given the same opportunities to create and to flourish.

Purpose of the Position

Reporting to the Director, People & Culture, the People & Culture Business Partner (PCBP) works collaboratively within the P&C department, with Melbourne Theatre Company leaders and their teams, with The University of Melbourne Health and Safety Services and wider Human Resources departments, and other external service providers, to provide 'people-focused' services and broad ranging advice to support the management and leadership of our people.

Key Relationships

- Director, People & Culture and wider People & Culture department
- Executive: Executive Director & Co-CEO; Artistic Director & Co-CEO; Executive Producer & Deputy CEO
- Melbourne Theatre Company Management Team, Department leaders, and their managers
- Wider Melbourne Theatre Company workforce

- Health and Safety Committee members; Access and Inclusion Committee members
- Melbourne Theatre Company service providers e.g. recruiters; training providers, Employee Assistance Provider
- The University of Melbourne (UoM) Human Resources and Health and Safety Services departments.
- People and Culture peers across the arts industry including CAST companies.
- Industry groups e.g. Live Performance Australia

Duties & Responsibilities

Health and Safety

The People & Culture Business Partner works with the Director People and Culture to oversee and administer Health & Safety across the organisation. This includes but is not limited to:

- Being a first point of contact for workplace Health and Safety matters.
- Secretariat to the Company Health and Safety Committee.
- Incident and Hazard Report management – promote, support and analyse reporting in partnership with UoM Health and Safety team e.g. timely data entry, response, and action planning etc in The University of Melbourne's ERMS system.
- Manage Early Support Services enquiries with UoM Health and Safety team.
- Manage WorkCover claims in partnership with the Director People and Culture and UoM Health and Safety Services team. Ensuring integration with UoM Health & Safety processes and being the main point of liaison with the UoM Health & Safety team and wider UoM Business Partner network.
- Management of Melbourne Theatre Company Health and Safety Induction program: new employees, work experience, casts and creatives are inducted both at HQ and Southbank Theatre

Access and Inclusion

The People & Culture Business Partner works with the Director People and Culture to promote, identify and action opportunities to create greater diversity and appreciation of a diverse workforce across the Company. This includes referencing appropriate policy, processes, legislative requirements, and external stakeholders in consultancy services e.g. CAST policies and processes; EO Act 2010, DDA Act 1992, VEOHRC, HEORC, Fair Work etc. Key activities include:

- Promotion of People and Culture as a first point of contact for workplace Access and Inclusion matters.
- Secretariat to the Company Access and Inclusion Committee.
- Active support in company-wide projects e.g. Reconciliation Action Plan; Disability Action Plan, Cultural and Wellbeing Calendar.
- Assisting related induction and training activities.
- Reporting and analysis of related to data to understand demographic trends.

Recruitment

- Partner with recruiting leaders to scope and action resourcing needs, including:

- Manage recruitment enquiries and applications e.g. phone calls; email boxes; requests to meet etc.
- Liaise with managers to create employment contracts for permanent, fixed term and casual appointees – and manage processing of related paperwork.
- Ensure necessary Company policies, procedures, forms, and any other documentation is distributed to new starters and returned to the company in a timely fashion.

Advisor

- Provide advice to Managers on people related matters including performance management, individual employee case management, systems and processes and industrial Instruments including Enterprise Agreement, Live Performance Award (2010) and the National Employment Standards. Interpret clauses when required.
- Assist with interpretation, communication and advice to Management and wider workforce regarding policies, procedures, legislation, and regulations (both internal and external) to ensure compliance.
- Respond to, triage, or escalate enquiries from people e.g. grievances, disputes.
- Provide confidential advice and referral options to individuals on professional and personal matters.
- Provide advice and support across a range of cultural initiatives and areas including access and inclusion, cultural awareness, and safety etc.
- Where required, sit on internal/external committees and groups, led by or representing People and Culture e.g. Access and Inclusion Committee, Health and Safety Committee

Projects

- Actively contribute to the delivery of the annual People and Culture Action Plan
- Ensure practices are compliant with relevant legislative and regulatory requirements.
- Contribute to the development and implementation of a policy framework e.g. research and develop policies, procedures, forms to ensure they are relevant and to date.
- Manage development of position descriptions and performance/development plans
- Contribute to the review, update and implementation of people processes (e.g. Induction, Recruitment and Cessation processes as well as continue to streamline current practices
- Support Director People and Culture in annual Learning and Development Strategy development proposal as per budget allocation – including ongoing company investment in The University of Melbourne 'TrainMe' online resource e.g. Core Compliance Training requirements within existing Induction and Probation processes.

Data and Reporting

- Oversee timely action for probation, salary/performance reviews, and contract renewals.
- Contribute to maintenance of HR21, including induction records, training and reporting.
- Partner with Payroll to produce and interpret People and Culture related analytics where required e.g. personal leave, staff retention and turnover, years of service, recruitment, etc. and report trends.
- Support Director People and Culture with reporting requirements e.g. Board; Committees
- Lead management of weekly Management Team reporting and internal department case Management reporting.
- Produce external reporting as required (e.g. AMPAG Salary Survey, WGEA report)
- Manage all employee information with strictest confidentiality and privacy.

Other

- Promote and ‘live’ our Company strategy - Vision, Purpose, Values and Pledge.
- Identify and action opportunities for continuous improvement to grow company culture.
- Employ an engaging business partnering and consultative approach with others in providing business partnering services.
- Active interest in professional development and learning

Skills & Attributes

The key requirements for this position are:

- Demonstrated effective values based behaviours.
- Detailed understanding and knowledge base of People and Culture policy and employee relations frameworks
- Experience overseeing and administering Health and Safety processes.
- Understanding and experience working with legislative instruments such as relevant laws, enterprise agreements and Employment Awards
- Empathetic and constructive approach to problem-solving and conflict resolution
- Analytical and conceptual skills to identify trends and recommend action.
- Engaging and clear communication skills (written and verbal), highly developed interpersonal and consultation skills, ability to explain information clearly and logically.
- Demonstrated interest, experience and understanding of process improvement mindset and interest in learning new methods/tools to leverage suggested improvements.
- Effective report writing and analysis skills.
- Able to work both independently and collaboratively – manage time well.
- Highly developed ability to work in ambiguity and ‘open thinking’ environment.
- General knowledge/understanding of theatre and experience working in a major performing arts company is valued.

Health & Safety

All Melbourne Theatre Company employees are responsible for the following safe work procedures and instructions:

- All employees are to comply with Company policies and procedures.
- Adopt work practices that support Health & Safety programs.
- Take reasonable care for the safety of one’s own health and safety and that of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor.
- Must not wilfully place at risk the health or safety of any person in the workplace.
- Participate in meetings, training and other environment, health, and safety activities.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- Wear personal protective equipment as provided.
- Use equipment in compliance with relevant guidelines, without wilful misuse.

- Must cooperate with Company management in relation to actions taken by the Company to comply with Occupational Health and Safety legislation.

Access and Inclusion

Melbourne Theatre Company is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all these differences bring to the Company.

The Company actively seeks to encourage employment applications from First Nations people, people from culturally diverse backgrounds and people with disabilities. It is our policy to consider reasonable workplace adjustments for qualified applicants with disabilities.

Employment Benefits

Melbourne Theatre Company provides a family and dog-friendly workplace.

We provide numerous benefits including 17.5% annual leave loading; individual flexible working arrangements; complementary tickets for employees and guests to all shows including Opening Nights; regular complimentary ticket offers to shows at other companies; and a commitment to professional learning and career development.

We have established Health and Safety, Access and Inclusion, and Social Committees and encourage all our people to be actively engaged in developing a safe and collaborative workplace.

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