



## HUMAN RESOURCES MANAGER

### POSITION DESCRIPTION AND HOW TO APPLY

Primary location	This position can be filled by applicants from anywhere in Victoria. Consistent with the Working for Victoria Guidelines, this role is open to Victorian workers impacted or displaced by the coronavirus (COVID-19) pandemic.
Reporting to	Regional Arts Victoria Executive Director (CEO)
Working with	Creative Workers in Schools artists and project support team; Regional Arts Victoria staff located in Melbourne and across Victoria; external suppliers.
Position type	Part-time, fixed-term contract with a three-month probation period.
Salary details	\$75,088 per annum pro rata four-days-per-week (\$60,070) + 9.5% superannuation + 17.5% holiday leave loading.
Employment period	From Monday 25 January 2021 to Friday 18 February 2022.
Interviews	Online on Monday 11 January 2021.
Applications close	12:00pm (noon) Wednesday 6 January 2021.
How to apply	Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with a disability, are strongly encouraged to apply. For further guidance, please refer to our online resource, How to apply for a job in the arts: <a href="http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/">http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/</a>

### ABOUT THE ROLE

The Human Resource Manager will act as a key support role in Regional Arts Victoria for the duration of the CWIS project. The person in this role will be responsible for managing policies, procedures and support for staff employed through the program. This role can be based anywhere in Victoria.

### POSITION DESCRIPTION

#### Policy and procedures

- In collaboration with the Executive Director, ensure all Regional Arts Victoria's policies and procedures remain up-to-date and relevant during the course of the Creative Workers in Schools initiative
- Support employed staff with training and induction for Regional Arts Victoria policies and procedures
- Ensure Regional Arts Victoria remains compliant with any legislative requirements or updates, including Awards, during the delivery of the Creative Workers in Schools project
- Ensure all staff retain valid Victorian Working with Checks and adhere to relevant policies and procedures relating to working with children and young people

#### Recruitment

- Assist with the recruitment of staff employed during the course of the Creative Workers in Schools project, including managing application and feedback procedures

- Review applications and participate in any interviews for employee roles

### **Creative Workers in Schools Project Support**

- Working with the Statewide Program Manager, support and actively develop the regional project coordinators and mentors for the creatives in schools initiative, including workplan development and review and performance development; and monitoring compliance with the Employment Policy
- Working with the Statewide Program Manager, ensure staff are working to workplans that align with the project plan
- Working with the Statewide Program Manager, ensure contracting processes adequately reflect needs of staff employed on the program

### **Human Resource Management**

- Provide advice and support to staff when managing issues of performance management and conflict
- Support Managers at Regional Arts Victoria to develop and deliver professional development and work plans for staff

### **Shared responsibilities**

- Identify and implement continuous improvement processes
- Contribute to a culture of safe working, collaboration and inspiration

### **Supporting the achievement of Regional Arts Victoria's strategic objectives**

- Participate in organisational planning and the promotion of organisational values and contribute to Regional Arts Victoria planning and development through evaluation of projects/programs and provision of advice to senior management
- Maintain strong community connectedness between Regional Arts Victoria, its programs and the local community

### **KEY SELECTION CRITERIA**

1. Previous experience in a human resources or similar management role
2. Demonstrated experience managing staff and/or supporting other people to manage staff
3. Previous experience in developing and implementing organisational policies and procedures
4. An understanding of the industrial and legal environment within which Regional Arts Victoria operates
5. Excellent verbal communication and presentation skills
6. Exceptional organisational and time management skills
7. Empathy with the goals and philosophy of Regional Arts Victoria.

### **APPLICATION PROCESS**

All applications for Creative Workers in Schools positions must be processed through the Working for Victoria platform for people seeking employment.

1. **Learn** more about the opportunity by:
  - Reading the position description for role information (and any other supporting information at [rav.net.au/creative-workers-in-schools](http://rav.net.au/creative-workers-in-schools))
  - Exploring the Working for Victoria website for initiative information ([link here](#))

- Contacting Regional Arts Victoria Arts & Education Manager Pippin Davies at [pdavies@rav.net.au](mailto:pdavies@rav.net.au) or 0427 211 123.
2. **Register** for the Working for Victoria Online Jobs Platform by:
    - Registering to apply and completing your basic information (guides, including multi-lingual information, available [here](#))
    - Strengthen your profile ([tips here](#))
    - When applying for a Creative Workers in Schools Opportunity, the "Tell us about yourself" section is where you can provide any further information about your relevant experience. **We strongly recommend providing online links to any material which might assist us to assess your previous work.** Please include at a minimum brief bio in this section
    - In your profile, confirm your Job Preferences location is correct and you have stated the distance you are willing to travel for work. You will only see Creative Workers in Schools roles in your specified area
    - Note that it may take a few days for the registration process to be completed. We strongly recommend you complete this early.
  3. **Apply** for the CWS roles by:
    - Finding the roles near you. You can achieve this by:
      - Filtering for **Arts and Recreation Services / Education and Training / Administrative and Support Services**
      - Sorting by Company name (Regional Arts Victoria)
      - Scanning for "Regional Arts Victoria Creative Workers in Schools – Human Resource Manager"
    - Selecting the role, clicking "Apply" and completing the application questions. You will receive a confirmation message when you submit
    - **You cannot save your application to return to later.** We recommend you draft your responses using the key selection criteria in this application document.
  4. **Receive communications** regarding your application
    - Shortlisted applicants will be contacted by Regional Arts Victoria for more information, and/or to participate in an online interview
    - Unsuccessful candidates will receive an email notifying them of their application outcome.
  5. **Commence** your role
    - Successful applicants will receive notification of a successful outcome by Regional Arts Victoria following the interview process.

## ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria inspires art across the state. Through partnerships, programming and projects, we develop creative practice all over Victoria. Regional Arts Victoria is an independent, not-for-profit, membership-based organisation working in long-term partnerships with every level of government, fostering contemporary and innovative regional cultural practice across five decades. For more visit [www.rav.net.au](http://www.rav.net.au).