



ROLE DESCRIPTION

Job Ad Reference: QAGOMA421621

Closing Date: 20 June 2022

Position Title: Principal Human Resources Officer
Classification: AO7
Attendance: Permanent part-time, 45 hours per fortnight
Location: Queensland Art Gallery | Gallery of Modern Art, Brisbane

To be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the Queensland Art Gallery | Gallery of Modern Art if your right to work in Australia ceases.

ABOUT THE GALLERY

The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) is a single institution with a multi-disciplinary staff of approximately 280, located across two adjacent river-side buildings in the Cultural Precinct at Brisbane's South Bank.

QAGOMA holds a Collection of over 19 500 works of historical, modern and contemporary art, and stages diverse Australian and international exhibitions complemented by events and public programming. The Gallery is home to the Children's Art Centre, which collaborates on interactive artworks with leading artists, and the Australian Cinémathèque, a dedicated cinema facility. The Gallery publishes on its exhibition program, tours exhibitions and programs throughout regional Queensland, and provides educational programs for all curriculum levels. It operates its own retail and food and beverage outlets and event hire services.

The Gallery is a statutory body managed by the Queensland Art Gallery Board of Trustees under the *Queensland Art Gallery Act 1987*.

We are committed to building a diverse and inclusive workplace by supporting equal opportunities irrespective of gender, culture, generation, sexual orientation or disability. We promote a respectful workplace culture. We recognise the importance of supporting and retaining a mobile, flexible and agile workforce.

If you would like further information about the Gallery please visit our website at:

<http://www.qagoma.qld.gov.au/>

The Gallery's Vision and Purpose Statements, and strategic principles are:

VISION

To be the leading institution for the contemporary art of Australia, Asia and the Pacific.

PURPOSE

To engage people with art and artists through memorable and transformative experiences.

PRINCIPLES

- Access for all
- Recognition of Aboriginal and Torres Strait Islander peoples
- Leadership built on research and innovation
- Commitment to a sustainable, collaborative and inclusive workplace

ABOUT THIS ROLE

The purpose of this role is to contribute to the provision of high-quality, timely and professional human resources services to the management and staff of QAGOMA. With the Gallery's history of best practice levels of engagement and low levels of attrition, this new in-house role is being seen as an opportunity for the incumbent to champion new and improved practices for the betterment of the organisation in strategic human resources areas. The Gallery's previous external consultancy agreement for the provision of centralised payroll, training, and employee relations support will remain in place, enabling this role to continue to receive a level of operational human resources support.

The position is accountable to the Head of Governance and Reporting and has no direct reports. The position will also work closely with the Gallery's Assistant Director, Operations and Governance. This role is not responsible for work health and safety activities, as the Gallery has a Work, Health and Safety Coordinator. An informal peer group of HR professionals from across the Queensland Cultural Centre organisations is available for networking and information sharing.

KEY DUTIES

- Identify, undertake and implement significant and complex organisation-wide human resources projects to positively build on engagement, culture and capability.
- Partner with managers across the Gallery's diverse workforce to enable a positive culture within the Gallery which encourages and recognises high performance, builds leadership capabilities and supports employees.
- Provide expert advice and business partnering with senior managers by interpreting and applying public sector legislation, directives, policies and agreements, particularly regarding complex and sensitive employment relations matters, case management and change programs.
- Provide recruitment advice to hiring managers to ensure they are well supported in undertaking recruitment activities.
- Prepare, deliver and broker HR information and training sessions for managers and staff.
- Contribute to the development, management and maintenance of human resources policies and procedures, ensuring they meet best practice and Gallery requirements.
- Lead the delivery of the human resources related actions within QAGOMA's Reconciliation Action Plan.
- Manage the Gallery's annual employee engagement survey (Working for Queensland survey) process and related projects in accordance with the requirements of the Queensland Public Service.
- Act as the key liaison between the Corporate Administration Agency Human Resources services and the Gallery.

- Represent QAGOMA on both internal and external user groups, committees, programs and working groups, as required. This may include the Public Service Commission, Office of Industrial Relations, employee associations, QSuper and Agency Consultative Committees.

ARE YOU THE RIGHT PERSON FOR THE JOB?

To be successful in this role you will be able to demonstrate the following capabilities as they apply to the role:

Technical

A Bachelor's degree in Business, Human Resources, Industrial Relations, or a similar relevant discipline is preferred but not mandatory. Sector experience not necessary. Minimum of 5 years' experience delivering human resources outcomes.

Knowledge of contemporary human resources issues and functions, including equal employment opportunity, anti-discrimination, recruitment and selection, employee inductions, performance management, award and enterprise agreement interpretations and the application of relevant legislation to the workplace.

Proven ability to provide advice, support and assistance to employees and management on a broad range of human resources issues and a commitment to quality service. Demonstrated experience in undertaking grievance and disciplinary casework into a range of employee relations management issues, ensuring the implementation of policy, legislation, and best practice.

Thinks strategically

Understands the work environment and initiates and develops team goals, strategies, and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area.

Shows judgement, intelligence and common-sense

Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.

Takes responsibility for managing work projects to achieve results

Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.

Nurtures internal and external relationships

Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.

Listens, understands and adapts to audiences

Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.

Key Attributes for all roles within the Gallery are based on the Queensland Public Service Commission's Capability and Leadership Framework (CLF). This framework outlines a set of

broad capabilities relevant to all positions within the agency. Click on the link for further information on the [CLF](#).

ADDITIONAL INFORMATION

- To be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the Queensland Art Gallery | Gallery of Modern Art if your right to work in Australia ceases.
- All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required during the recruitment process in order to ensure they can demonstrate their ability to meet the inherent requirements of the role.
- Preferred applicants are required to undertake a criminal history check by Australian Police Services. Only information relevant to the position will be considered.
- Any successful applicant who is not a current permanent employee of the Queensland Public Service will initially be appointed for a minimum three-month probationary period.
- All newly appointed employees to the Queensland public sector must disclose any previous employment as a lobbyist within the last two years.
- Applications will remain current for up to 12 months after closing date where identical vacancies may become available in this time.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.

For further information about this role contact Sarah Stutchbury on sarah.stutchbury@gagoma.qld.gov.au or tel 3840 7311

HOW TO APPLY

Please apply online at www.smartjobs.qld.gov.au.

Your completed application must consist of the following:

- *A cover letter summarising why you are the right person for the job?*
- Your current resume, including two (2) referees, one preferably your current supervisor, who may be contacted with respect to your application.

Should you be shortlisted, you may also be requested to participate in further activities designed to assess your experience or capacity. Assessment tools may include interview, written exercise or psychometric testing where applicable. Final selection will be based on all the above requirements.

Note that online submission of your application is the preferred method. If you are having difficulty with the Smart Jobs and Careers website please contact CAA Recruitment Services on (07) 3003 2341 or (07) 3003 2336 to enquire about alternative arrangements.

To find out more about the Art Gallery please visit our website at www.gagoma.qld.gov.au.