PEOPLE & CULTURE ADVISOR
4 days per week / 0.8 FTE negotiable. Fixed term one year contract, employee or contractor arrangement.

PROPOSED POSITION DESCRIPTION

Purpose of the role
The People & Culture Advisor provides senior, practical and trusted people advice across two leading performing arts organisations: Belvoir and Sydney Dance Company. Working closely with the Executive Director and leadership team at both organisations, the Advisor supports good people management, consistent and fair employment practices, and positive, respectful workplace cultures.

This is principally an advisory and oversight role. The Advisor provides expert guidance on complex or sensitive people matters and supports both organisations to maintain contemporary, consistent and compliant employment frameworks, remuneration practices and performance processes. Managers remain responsible for managing their people and for the routine administration of employment processes, with support from the Advisor where judgement, specialist expertise or organisational consistency is required.

Key responsibilities
Senior people advice and employee relations
- Provide clear, practical and timely advice to Executive Directors, leadership teams and managers on employee relations, performance, conduct, grievances, workplace conflict, organisational change and other employment matters.
- Act as a confidential point of contact for employees seeking guidance or support, while maintaining appropriate boundaries, procedural fairness and confidentiality.
- Advise on the National Employment Standards, relevant modern awards, employment contracts, policies and other workplace obligations.
- Support the fair and consistent resolution of sensitive workplace matters, including investigations where appropriate, and recommend when external legal or specialist advice is required.

Culture, inclusion and organisational development
- Support a shared commitment to respectful, safe, equitable and inclusive workplaces.
- Advise on organisational culture, team dynamics, change management and employee engagement.
- Identify patterns or systemic people issues and provide the Executive with considered advice and options.
- Work constructively with Health and Safety responsibilities and processes where people and workplace matters intersect.

Performance, development and manager capability
- Oversee and support performance and development frameworks and annual review cycles, ensuring these processes are useful, proportionate and consistently applied.
- Coach and support managers to set clear expectations, give constructive feedback, conduct effective performance conversations and address underperformance fairly.
- Advise on performance improvement processes and documentation.
- Identify organisation-wide learning and capability needs and advise on appropriate development priorities and initiatives.

Remuneration and workforce planning

- Provide market benchmarking and remuneration advice for new, changed and existing roles.
- Work with Executive Directors, leadership teams and finance functions on workforce planning, position design, organisational structure and staffing budget assumptions.

People frameworks, policy and compliance

- Maintain sound, accessible and consistent processes for recruitment, onboarding, probation, flexible work, leave, performance management and exits.
- Review, develop and help implement employment policies, procedures, templates and manager guidance.
- Provide advice on employment contracts and significant variations, ensuring documentation is accurate and compliant.
- Monitor changes in employment law and people practice and advise on relevant implications.
- Support appropriate record-keeping, privacy and reporting practices, without assuming responsibility for routine personnel or payroll administration.

How the role operates

This is a shared role operating across Belvoir and Sydney Dance Company, with dedicated time allocated to both organisations. The usual pattern will be two days with each, with flexibility to adjust days, priorities or focus areas by agreement where organisational needs, urgent matters or key project timelines require it. The role will report to a single lead employer and a nominated senior leader in each organisation for work planning, escalation and feedback.

Selection criteria

Essential

- Substantial generalist human resources or people and culture experience, including experience advising senior leaders and managers.
- Strong working knowledge of Australian employment law, the National Employment Standards and modern awards, with the judgement to recognise when specialist advice is needed.
- Demonstrated experience managing complex and sensitive employee relations, performance, conduct and workplace matters with fairness, discretion and sound judgement.
- Excellent interpersonal and communication skills, with the ability to build trust across an organisation and communicate clearly in difficult situations.
- A strong commitment to confidentiality, procedural fairness, equity, inclusion and respectful workplace practice.
- Ability to work autonomously, prioritise high-value work and be effective in a shared role across two organisations.
- A qualification in human resources, employment relations, law or a related discipline.

Desirable

- Experience in the arts, cultural, not-for-profit or other values-led sector.
- Experience working with unions, enterprise agreements, workers compensation or workplace investigations.
- An appreciation of theatre, dance, artists and the creative process, and a commitment to the purpose and work of both organisations.