

Position Description

Position Title	Manager, People and Culture
Job role	People and Culture (Human Resources, Industrial Relations, Health, Safety & Wellbeing)
Award classification	Band 7
Status	Permanent, full time
Hours of work	Standard Engagement
Branch, Department and Division	People, Culture and Strategic Engagement
Location	Kim barne murrk (Geelong Library & Heritage Centre)
Reports to	Director, People, Culture and Strategic Engagement
Salary range	\$104,497 - \$116,068 per annum
Approved by	Director, People, Culture and Strategic Engagement
Date	April 2026
Contact Officer	Director, People, Culture and Strategic Engagement

About the role

The Manager, People and Culture (P&C) leads a high performing and well-regarded team, partnering with leaders across Geelong Regional Library Corporation (GRLC) to deliver contemporary people practices that support a thriving, inclusive and high performing workplace.

This is a hands-on leadership role with a real influence. As part of the Strategic Leadership Team, you will contribute to organisation-wide priorities and play a key role in shaping our culture, strengthening leadership capability, and supporting the delivery of key people initiatives.

You will work closely with the Executive Leadership Team, providing trusted advice and helping shape key organisational decisions relating to people, culture and workforce strategy.

You'll bring both strategic thinking and practical delivery, balancing compliance and governance with a strong focus on employee experience, wellbeing and organisational effectiveness.

This role plays a critical part in enabling GRLC to deliver on its Library Plan by building a capable, inclusive and future-ready workforce that supports strong community outcomes.

Through effective people practices, you will support our people to deliver meaningful outcomes for our community, aligned to GRLC's purpose of knowledge and connection.

Key areas of focus include:

- Leading and supporting a capable and collaborative P&C team to deliver high-quality, trusted services.
- Partnering with leaders to provide proactive, practical advice across the employee lifecycle.
- Driving initiatives that strengthen leadership capability, culture and engagement
- Overseeing industrial relations, enterprise agreement implementation and workforce matters in a unionised environment
- Supporting a safe, healthy and inclusive workplace through effective health, safety and wellbeing practices
- Using data and insights to inform decision making and continuous improvement

The main duties of the role are to:

- Provide strategic leadership of HR, Industrial Relations, Health, Safety & Wellbeing, and Organisational Development functions with a strong focus on practical delivery and leader support, ensuring alignment with GRLC values and organisational strategy.
- Drive health, safety, and wellbeing initiatives that are practical and embedded in day-to-day operations to ensure compliance, mitigate risks, and build a safe and supportive workplace.
- Ensure organisational compliance with workplace legislation while balancing a positive employee experience, industrial relations obligations, and reporting requirements.
- Partner with leaders through a business partnering model that is proactive, practical and trusted to provide advice and support in recruitment, ER/IR, workforce planning, capability building, and performance management.
- Lead workforce planning and capability development to ensure GRLC's workforce is adaptable, future-ready and able to meet evolving community needs.
- Support organisational change and transformation initiatives, including digital systems and service improvements, ensuring people are effectively prepared, supported and engaged.
- Support leaders and teams to confidently respond to increasingly complex community needs through capability, wellbeing and practical people support.
- Drive leadership capability development through targeted and practical initiatives.
- Oversee compliance and professional development training with a focus on relevance and impact, ensuring alignment with organisational and legislative requirements.
- Lead strategic people related workforce initiatives that support equity, inclusion and organisational priorities including Access & Inclusion and Gender Equity.
- Enable leaders and teams to deliver high-quality, inclusive and responsive services through strong people practices and workforce support.
- Drive culture initiatives that enhance engagement and employee experience (e.g. org wide induction program and annual culture survey).
- Lead and coach the P&C team building capability, confidence and a positive team culture to deliver professional, timely and high-quality services.
- Represent GRLC in internal and external forums, maintaining positive and collaborative stakeholder relationships.
- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals.
- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment.

Experience or qualification requirements

- Demonstrated experience in a broad, generalist HR role, with a strong understanding of contemporary people practices (5+ years)
- Proven experience leading a team and delivering people and culture initiatives
- Experience partnering with leaders, including at executive level, to influence decision making and outcomes
- Experience in industrial relations within a unionised environment
- Ability to design and implement workforce or organisational initiatives
- Strong analytical and problem-solving skills, with the ability to use data to inform decisions
- Relevant tertiary qualifications in Human Resources, Business, Industrial Relations, Organisational Development or a related field, or equivalent experience
- Demonstrated commitment to equity, inclusion and continuous improvement

Why join us?

At GRLC, you'll be part of a genuinely supportive and values-driven organisation where people care about the work they do and the impact they have on the community.

You'll work with a strong and engaged leadership group, lead a fantastic P&C team, and have the opportunity to shape how we support our people through a period of exciting change and transformation.

Who we are

Geelong Regional Library Corporation exists to create knowledge and connection for people and communities. We provide public library services across the Geelong region, delivering free and inclusive access to information, learning, technology, culture and connection.

Our libraries are vibrant community hubs where people of all ages and backgrounds can learn, create, connect and belong. Through our network of libraries, outreach services and digital platforms, we support lifelong learning, digital capability, community wellbeing and social inclusion.

We are committed to being a trusted, well governed and future-focused organisation. We value curiosity, integrity and belonging, and we strive to create a workplace where our people feel safe, supported and empowered to be their best.

Our workforce is central to delivering high-quality, inclusive services that respond to the evolving needs of our community.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

How to apply

To apply, please submit your application through our [e-recruitment system](#) including:

- A current resume
- A cover letter (500 words maximum) outlining how your relevant experience and what makes you a great fit for the role

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.