



POSITION DESCRIPTION

Agency: Cultural Facilities Corporation

Position Number: 1127

Business Unit: Corporate

Classification: SOG B

Position Title: Director, People, Culture and Capability

Location: Civic Square

Last Reviewed: July 2026

OVERVIEW

The Cultural Facilities Corporation (CFC) is an ACT Government statutory authority established under the *Cultural Facilities Corporation ACT (1997)*.

The CFC's role is to manage, develop, present, and promote cultural activities across the ACT through a diverse portfolio of performing arts, visual arts, social history and heritage venues. It has specific management responsibilities at:

- [The Canberra Theatre Centre](#)
- [Canberra Museum and Gallery including The Nolan Collection](#)
- [Lanyon Homestead](#)
- [Calthorpes House](#)
- [Mugga-Mugga Cottage](#)
- [Albert Hall](#)

As the ACT Government's largest cultural organisation, the CFC plays a central role in connecting communities with rich artistic and cultural experiences. The CFC's mission is to create transformative cultural experiences that spark imagination and foster connection. Through its venues and programs, the organisation brings together artists, audiences and partners to deliver engaging performances, exhibitions and events, while preserving and interpreting significant collections and heritage places.

This work is supported by strong corporate and operational functions—including finance, marketing, people and culture, facilities management and capital works—which enable high-quality delivery, sustainable operations and continuous improvement across the organisation.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, and understand, demonstrate and work within the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work, Health and Safety and the ACT Public Service Code of Conduct.

POSITION OVERVIEW

The Director, People, Culture and Capability provides strategic leadership and operational oversight of CFC's people and culture functions, including human resources, workforce strategy, and work health and safety (WHS).

Reporting directly to the Chief Executive Officer, the role is accountable for shaping organisational capability, culture, and performance, and for fostering a safe, inclusive, and high-performing workplace aligned with ACT Public Service values and legislative requirements. It provides enterprise-level leadership on workforce strategy, industrial relations, capability development, and organisational effectiveness across a diverse and operationally complex environment.

In a period of significant organisational growth and transformation, the position plays a key leadership role in supporting organisation-wide change to ensure the CFC is prepared to operate in a substantially expanded and more complex environment, including the introduction of the new Lyric Theatre. This includes working closely with the Executive Director, Canberra Theatre Centre and senior leaders to design and deliver workforce models, capability uplift, and cultural change initiatives that enable sustainable operations at scale.

The Director, People, Culture and Capability also works closely with the Chief Financial Officer, Director, Governance, Audit and Risk and senior leadership team to support integrated decision-making, organisational performance and the effective management of workforce-related risk.

This position also fulfils the role of Agency Security Advisor, with responsibility for overseeing protective security policies, processes, and controls in line with the ACT Government Protective Security Framework.

The role has a key organisational leadership responsibility for workforce implementation of the ACT Child Safe Standards and works closely with the Director, Governance, Audit and Risk to support child safe culture, workforce compliance, capability development, recruitment screening, training and reporting requirements.

The position has leadership responsibility for:

- People and culture, including human resources, industrial relations, workforce planning, learning and development, performance management, and wellbeing
- Work health and safety strategy, governance, and assurance
- Workforce risk, capability, and organisational sustainability
- Workforce implementation of child safe practices, including recruitment screening, training, capability development, workforce conduct and compliance with child safe requirements
- Contribution to organisational policy, risk, and performance frameworks in partnership with corporate governance functions.

This position is full-time at 36.75 hours per week.

WHAT YOU WILL DO

Under the broad direction of the Chief Executive Officer, the Director will:

1. Lead enterprise-wide people and culture functions by designing and delivering workforce planning, industrial relations, capability development, performance frameworks, and wellbeing initiatives that enable an inclusive, psychologically safe, and high-performing workplace.

2. Provide strategic leadership of work health and safety (WHS) by establishing and maintaining effective governance, policy, and assurance systems, promoting a proactive safety culture, and ensuring compliance with statutory obligations.
3. Contribute to organisational governance, risk, and compliance frameworks by providing expert advice on workforce, culture, and WHS matters, and working collaboratively with the Chief Financial Officer and senior leaders to support integrated risk management, business continuity, and organisational assurance.
4. Lead the development, implementation and review of people-related and workplace policies to ensure alignment with legislation, ACT Government direction, and organisational priorities.
5. Lead workforce initiatives that support compliance with the ACT Child Safe Standards, including Working with Vulnerable People requirements, recruitment and screening practices, child safe workforce policies, staff induction, mandatory training and capability development programs.
6. Partner with the Director, Governance, Audit and Risk to monitor workforce-related child safety risks, implement continuous improvement initiatives and promote a child safe and culturally safe organisational culture.
7. Oversee workforce and WHS reporting and accountability by delivering high-quality insights and meeting Annual Report, whole-of-government, and Ministerial and parliamentary requirements.
8. Build and lead high-performing teams by setting clear expectations, developing capability, managing resources responsibly, and fostering a culture of accountability, collaboration, and continuous improvement.
9. Contribute to organisational strategy and stakeholder engagement by supporting planning processes and maintaining effective relationships with internal and external stakeholders, including government agencies, unions, and sector partners.
10. Undertake other duties as required in alignment with organisational priorities.

WHAT YOU REQUIRE

The following capabilities and experience are required to perform this role:

1. Demonstrated leadership experience in people and culture, workforce strategy, and organisational capability, supported by extensive expertise in human resources, industrial relations, and workforce planning, including the ability to manage complex, sensitive, and high-risk matters with sound judgement, discretion, and integrity.
2. Proven leadership of work health and safety (WHS) frameworks and organisational safety culture, including establishing governance, compliance and assurance systems and developing workforce policies, capability programs and organisational culture initiatives that support wellbeing, inclusion, and effective safeguarding practices.
3. High-level strategic thinking and influence, with demonstrated ability to contribute to enterprise-level decision-making, work across organisational boundaries, and identify opportunities to strengthen organisational performance and capability.
4. Highly developed communication and stakeholder engagement skills, including the ability to provide strategic advice, develop high-quality policy and Ministerial documentation, deliver public presentations, negotiate persuasively, and represent the organisation effectively.

5. Proven culturally aware and responsive leadership capability, including the ability to lead, motivate, and develop high-performing teams, foster inclusive and respectful workplaces, and build organisational capability through effective people management.
6. Demonstrated commitment to ACT Public Service values, Code of Conduct, and principles of equity, diversity, and inclusion, with the ability to apply these in a complex project and operational environment.

Qualifications and experience:

- A tertiary qualification in Human Resources or related field is highly desirable.
- Membership of the Australian Human Resources Institute (AHRI) is desirable.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never