

## **POSITION OVERVIEW**

**Position Title: HR Business Partner**  
**Reports to: Chief Financial Officer**  
**Department: Corporate Services**  
**Contract: Fixed-term Part-time**

## **ACKNOWLEDGEMENT**

Bangarra is a culturally safe organisation that acknowledges 65,000 years of First Nations history and pays its respect to Aboriginal and Torres Strait Islanders Elders past and present. We recognise sovereignty was never ceded. Australia always was and always will be, Aboriginal and Torres Strait Islander lands.

Join Bangarra and play an important role in telling First Nations stories by providing key people and human resources support as part of our Corporate Services Team.

## **Why work with Bangarra?**

- Be part of Australia's iconic Indigenous performing arts company.
- Work at the newly expanded, vibrant Walsh Bay Arts Precinct.
- Workplace flexibility, with hybrid working arrangements.
- A collaborative and innovative company culture where your contributions are highly valued.
- Workplace culture that fosters personal wellbeing.

## **COMPANY PROFILE**

We are Bangarra Dance Theatre. We are a company of professional Aboriginal and Torres Strait Islander performers. We are storytellers. We are fire makers. As one of Australia's leading performing arts companies, we share our culture with Communities and audiences across Australia and the world.

We have been making our indelible marks on the Australian and international theatre landscape for over three decades. We are at home performing on Country, on Australia's most iconic stages and running education workshops and programs to nurture the next generation of storytellers.

We are for the hundreds of First Nations Communities across Australia - and for anyone who wants to be a part of our story.

## **POSITION DESCRIPTION**

The HR Business Partner plays a key role in providing Bangarra employees with an exceptional work experience and ensuring Bangarra's company culture is welcoming, diverse, and supportive.

The role is a part time position with flexibility to suit work/life balance.

The HR Business Partner is responsible for supporting Bangarra's people through business planning, recruitment, coaching, development, and operational HR management. Ensuring the highest quality service to employees, the Executive and leadership team, and the Board.

Reporting to the Chief Financial Officer, the HR Business Partner is part of a four-person corporate services team. This is a varied role that also works closely with the Executive Director, Artistic Director, and Department Heads across Production, Development, Youth & Education Programs, Marketing and Communications, and Artistic Operations.

## **Roles and Responsibilities**

### **Business Partnership**

- Partner with the Executive and leadership to align people strategies with business objectives.
- Support organisational change initiatives and advise on employee engagement.

### **Workforce Planning and Recruitment**

- Manage the end to end recruitment process for full-time, part-time, and casual employees, including proactive engagement with networks in order to reach a diverse audience and attract applications from Aboriginal and Torres Strait Islander candidates.
- Lead the onboarding and induction of new employees.
- Provide advice to the Executive Director and Department Heads on recruitment, remuneration, position descriptions, and other employment matters.
- Ensure quality control of all employee contracts and that personal documentation is maintained accurately and remains compliant with all legislative requirements.
- Organise and oversight of probation reviews in conjunction with relevant people managers.

### **Coaching and Development**

- Provide HR advice and support to employees and people managers.
- Program and support the performance review process.
- Provide coaching and development for performance conversations and development plans.
- Identify learning and development needs aligned to the organisation's priorities.
- Management of employee access to EAP and counselling services.

### **Employee Relations**

- Work with the CFO to ensure HR practices comply with employment legislation and company policy, including the Fair Work Act, National Employment Standards, Live Performance Award, and any other relevant awards.
- Manage and advise on employee relations matters (eg. conduct, grievances, performance).
- Ensure HR policies are up to date and reflect best practice and any changes in legislation.

### **Culture**

- Pro-actively contribute to the creation of an inclusive and positive workplace culture that reflects Bangarra's values.
- This position has direct engagement with Aboriginal and/or Torres Strait Islander people, communities and service providers, and will be involved in the development of programmes and policies. As such, the role requires a high level of cultural competency and the ability to communicate sensitively and effectively with all peoples.
- Capability and commitment to continue developing the cultural competency of Bangarra's employees.

### **Skills and Experience/Selection Criteria**

- Tertiary qualifications in HR or other related discipline.
- 5+ years HR experience, including interpretation of Fair Work Awards.
- Knowledge and interest in Aboriginal and Torres Strait Islander people and cultures.
- Experience in coaching, development, and conflict resolution.
- Excellent interpersonal, verbal, written and employee relations skills as well as diplomacy and cultural awareness to work with multi-disciplinary teams.
- Ability to work collaboratively, and independently within a small business environment.
- Experience with Employment Hero highly regarded.
- Exposure to not-for-profit and/or arts company. An interest in the performing arts.

### **TO APPLY**

Please email the following:

- A statement against the Essential Selection Criteria (max. 3 pages)
- A full CV including the names of three referees (referees will only be contacted after consultation with you)
- A cover letter

To: [jobs@bangarra.com.au](mailto:jobs@bangarra.com.au) by **9am Monday 16 March 2026**.

To enquire about the role, or if you require any assistance, please contact Roslyn Munday, Chief Financial Officer, [roslyn@bangarra.com.au](mailto:roslyn@bangarra.com.au)

### **ACCESSIBILITY**

At Bangarra, we walk together in a spirit of respect and belonging. We envision a world where every person — of all cultural backgrounds and lived experiences — feels safe, seen, and valued. We recognise that it is the right of every human being to participate fully, to respectfully contribute their voice, and to share their knowledge, creativity and spirit. We are committed to creating barrier-free pathways that welcome and empower people with disability to work, collaborate, and create alongside us — across every part of our organisation and the stories we share.

If you require any assistance with the application process or more accessible documentation, interview process or any support with these, please contact HR Manager Atul Joshi, [hrmanager@bangarra.com.au](mailto:hrmanager@bangarra.com.au).

We aim to make our workplace accessible to all, so if you have any specific requirements, please do note them in your application or in the interview process.