

## POSITION DESCRIPTION

POSITION TITLE	Human Resources Coordinator
REPORTS TO	Head of Human Resources
TERM	Permanent, Part-time (5 days per fortnight).

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra (ACO) is renowned world-wide for its inspired and courageous programming and unrivalled performances. The ACO collaborates with an extraordinary range of artists including the world's leading performers, cinematographers, writers, and visual artists.

The ACO are based at their award-winning purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct. The venue includes a 275-seat performance space, rehearsal rooms, media suite and event space - an exciting home for performance, presentation, collaboration and community engagement.

### PURPOSE OF THE ROLE

This is a generalist role, responsible for providing administrative support across all HR functions, including HR systems, recruitment, employee relations, performance management, WHS, employee wellbeing, training and compliance.

### DUTIES & RESPONSIBILITIES

- Assist with the implementation of Employment Hero's HRIS platform, including providing support to the HR / Finance team in testing and documenting processes.
- Work with the Head of HR to ensure that the functions of the HRIS platform are being implemented accurately and effectively, including onboarding employees, reporting and analytics, rostering, and performance management.
- Maintain accurate and up-to-date employee records, ensuring data integrity and confidentiality.
- Ensure HR resources, forms and documents are up to date and accessible by all staff, including EAP information.
- Assist with recruitment including advertising positions, monitor the ACO's recruitment email address, screen resumes, interview scheduling, and assist with reference checks as required.
- Manage the onboarding process for new starters through the ACO's HRIS, including issuing employment contracts, and supporting the managers to successfully onboard new starters, as per the ACO's induction processes.
- Liaise with the ACO's Learning & Engagement Coordinator to ensure that the Working with Children checks are up to date.
- Assist in coordinating performance review processes by distributing relevant materials to managers and tracking completion.
- Work with the Head of HR to ensure that ACO policies and procedures are regularly reviewed and compliant with employment legislation.
- Provide support to the Head of HR for the preparation of visa applications.
- Coordinate exit interviews and work with the Head of Human Resources to collate information, and ensure that ACO termination processes are followed, including return of assets.

- Support employee training and development initiatives, including organising training sessions as required and assisting in identifying training needs and tracking employee participation.
- Assist the payroll function as required.
- Be fully conversant with ACO Workplace Health & Safety (WHS) procedures and related NSW regulations to help facilitate a safe environment for all ACO staff and assist the Head of HR with actions arising from incidents or compensation claims.
- Respond to general employee queries.
- Coordinate other HR administrative tasks and assist with special projects and initiatives as required.

## KEY RELATIONSHIPS

### Internal

The Human Resources Coordinator provides administrative support to ensure the smooth and efficient operation of our HR functions. As well as being a point of contact for all employees at the ACO, the coordinator will work with the Executive Team, people managers and the Finance team.

### External

Develop and maintain relationships with LPA, Employment Hero (HRIS / payroll provider), training providers, EAP provider and other suppliers as required.

## POSITION REQUIREMENTS

The successful applicant will meet the following position requirements:

- Minimum 3 years demonstrated experience working in a similar generalist Human Resources role;
- A collaborative team player with the ability to build trust, rapport and positive relationships;
- Excellent verbal and written communication skills;
- Proficiency in HR Information Systems and Microsoft Office Suite;
- A customer-centric approach to HR problem solving and employee support;
- Working knowledge of employment legislation;
- Strong attention to detail and accuracy in data entry and record keeping;
- Excellent organisation and time management skills;
- Ability to manage situations with diplomacy, tact and professionalism;
- Ability to handle sensitive and confidential information with discretion;
- Shows initiative, and self motivation;
- An interest in music; and
- Previous experience working in the performing arts sector (desirable).

## DIVERSITY & INCLUSION

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.