



# musica viva

*music to inspire*

## **JOB DESCRIPTION**

### **SUMMARY INFORMATION**

**Job Title:** People and Culture Coordinator  
**Reports to:** People and Culture Manager  
**Supervises:** nil  
**Location of Job:** Gadigal Country, Zetland/ Hybrid  
**Appointment type:** Permanent Part Time 0.4FTE (15 hours per week over 2 or 3 days)

---

### **Musica Viva's Purpose**

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

### **Musica Viva's Mission**

To enrich communities across Australia by making live chamber music accessible to everyone.

### **Musica Viva's Vision**

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

### **Purpose of Position**

The People and Culture Coordinator reports to the People and Culture Manager to support the coordination of the People and Culture function to promote an employee-oriented high-performance culture for all Musica Viva people nationally.

The position may provide specialist HR support for any of the following activities:

- job design and structure
- recruitment processes including candidate liaison
- employee induction
- training & development planning and budgeting
- employment contract preparation
- talent management processes
- annual review processes
- payroll processing - providing advice to payroll staff of new and terminating staff, and regarding changes to pay rates and other pay-related conditions
- work environment - workplace safety and wellbeing to help create and maintain suitable and effective physical working environments for employees, including both in the office and working from home.
- company internal communication channels – maintaining appropriate information on the company SharePoint intranet

### **Reporting / working relationships**

The position reports directly to the People and Culture Manager and advises and assists all managers of people in regard to people related policies, processes and programs.

## **DUTIES AND RESPONSIBILITIES**

Operational responsibilities include to:

- Develop and manage internal company communication channels, such as the intranet, ensuring that it is kept up to date, relevant, informative and easy to use.
- Support processes identifying training and development requirements for staff and coordinate any specific HR related company training programs as required.
- Support the People and Culture Manager and other managers in the administrative processes relating to staff recruitment, selection, induction and internship programs.
- Support the People and Culture Manager in the coordination of the process of annual reviews, providing guidance and reporting as required.
- Provide responses to managers and staff on People and Culture policies, processes and activities and contribute to ensuring they up to date, with a particular focus on addressing any legislative changes and also any barriers to diversity and inclusion.
- Coordinate the annual staff engagement survey and prepare reporting on outcomes as well as action planning.
- Support preparation of People and Culture reporting to Board, sub-committees and management as requested.
- Coordinate leave processing in the payroll system, in collaboration with payroll staff.
- Coordinate National and State offices WHS compliance and relevant training including fire and evacuation procedures and training in national office, to ensure a safe and comfortable work environment for staff.

### **Organisational Responsibilities**

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Where reasonably and lawfully required, be fully vaccinated against COVID-19, including being up to date with any recommended booster shots.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

## **COMPETENCIES AND EXPERIENCE OF POSITION HOLDER**

### Essential Knowledge, Skills, Qualifications & Abilities:

- Strong interpersonal skills with a focus on people and the desire and ability to assist managers and staff to undertake their work with successful, positive and rewarding outcomes
- Previous experience in a HR generalist position.

- Knowledge of current HR legislation and standard HR practices and systems
- Strong organisational and administration skills
- Proficiency in the Microsoft Office 365 suite of products (including Teams and SharePoint) and CRM database programs
- Due to the nature of our work and potential for contact with vulnerable people, it is a requirement that you are fully vaccinated against COVID-19, as well as up to date with any recommended booster shots.

Desirable Knowledge, Skills, Qualifications & Abilities:

- Experience in the arts or NFP sector.
- Tertiary qualifications relating to HR coordination.
- Experience in project coordination.