



adelaide symphony orchestra

Employment Opportunity: Manager - People and Culture (0.6 FTE)

REPORTS TO Chief Operating Officer

DIRECT REPORTS none

Adelaide Symphony Orchestra (ASO) is the largest performing arts organisation in South Australia and each year performs over 100 concerts across a diverse musical spectrum. With a dedicated team of over 100 employees, including 75 musicians and 30 administrative staff, we are looking for an enthusiastic and skilled human resources professional to join our team as Manager, People and Culture.

*This is a 0.6 FTE position being offered on a two (2) year contract basis.

KEY ROLE

The Manager, People and Culture leads and coordinates all activities associated with the development and delivery of the Adelaide Symphony Orchestra's human resources (HR), employee engagement and work health and safety (WH&S) programs. As a trusted advisor, the Manager, People and Culture has a collaborative and solution-oriented working style, assisting across all levels of the organisation to cultivate a strong and positive workplace culture representative of ASO's values, mission and strategic priorities.

Reporting to the COO, this position is part of a small People and Culture team with a focus on day to day HR management. The position holder will provide timely advice to all employees and levels of management as well as leading the implementation of contemporary HR and WH&S practices across the organisation.

Key Accountabilities

1. Manage all operational, industrial and employee relations issues in collaboration with department heads, Orchestra Management and Chief Operating Officer (as required).
2. Along with the Managing Director, Chief Operating Officer and Orchestra Personnel Manager, sit on the Enterprise Bargaining Committee and participate in the Musician's Agreement negotiation process, on a bi-annual basis.
3. Liaise with employees and the Payroll & People Coordinator on ReturnToWorkSA claims and return to work plans.
4. Ensure ASO's ongoing compliance with WH&S and Child Safe Environment requirements.
5. Prepare, implement and promote HR policies, systems and processes; providing training and guidance as appropriate.
6. Coordinate all aspects of Staff recruitment and selection processes (internally managed or in conjunction with service providers).

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7. Work closely with Orchestra Personnel team on audition posting and planning
8. Maintain records on all matters relating to the human resource management of the ASO.
9. Design, promote and support the performance management systems and annual performance review process.
10. In conjunction with the Chief Operating Officer prepare and monitor salary budgets.
11. Take the lead on cross-departmental projects when required, such as Reconciliation Action Plan, Disability Action Plan and Sound Practice
12. Maintain up-to-date knowledge of current HR processes and practices, with special regard to industrial relations and contemporary employment practices.
13. Ensure the ASO is compliant with all legal obligations as an employer.

Key Selection Criteria

- 3-5 years of demonstrated experience in an HR Consultant, HR Manager or HR Business Partner capacity
- Understanding of contemporary Employment Law principles including modern awards and enterprise bargaining processes
- Highly developed written and oral communication skills
- Experience providing sound counsel and advice across all levels of the organisation
- Well-developed presentation and training skills
- Familiarity with WHS and Return To Work programs considered an asset
- Ability to build trust, maintain discretion and navigate sensitive employment matters
- Demonstrated behaviours which contribute positively to the team, organisation and overarching aims of the ASO
- The successful candidate will have a relevant tertiary qualification or demonstrated equivalent knowledge, experience and skills

How to Apply:

Qualified candidates are encouraged to submit a current CV and Cover Letter outlining your suitability to the attention of Shivani Marx, Chief Operating Officer. Applications or queries can be submitted via email to Shivani at marxs@aso.com.au

[Applications will close on Monday 20 September 2021](#)

The ASO invites applications from all qualified candidates with Australian/New Zealand citizenship, Australian residency or current working rights in Australia (must be valid for contract duration).