



adelaide symphony orchestra

MANAGER, PEOPLE & CULTURE

JOB & PERSON SPECIFICATION

JUNE 2018



Duty Statement – Manager – People and Culture

REPORTS TO Managing Director, Chief Operating Officer

DIRECT REPORTS Administrative Assistant, Payroll Coordinator

KEY ROLE

As a member of the senior management team the Manager, People and Culture controls and coordinates all activities associated with the management of the Adelaide Symphony Orchestra's human resource (HR), corporate culture development and work health and safety (WH&S) programs.

The position holder will also be responsible for the provision of high level and timely advice to all employees and levels of management on areas relating to HR, culture and WH&S, 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.
2. Manage all ReturnToWorkSA claims and staff return to work programs.
3. Ensure ASO's ongoing compliance with WH&S and Child Safe Environment requirements.
4. Prepare, implement and promote HR policies, systems and processes; providing training and guidance as appropriate.
5. Coordinate all aspects of recruitment and selection processes (alone or in conjunction with service providers).
6. Maintain records on all matters relating to the human resource management of the ASO.
7. Design, promote and support the implementation of performance management systems in order to improve organisational effectiveness.
8. In conjunction with the Chief Operating Officer prepare and monitor salary, HR and WH&S budgets.
9. Provide line management to the Administrative Assistant and Payroll Coordinator.



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10. Develop, lead and deliver on a range of strategic and operational projects as agreed with the COO/MD.
11. In consultation with the Chief Operating Officer and Managing Director, prepare and implement plans for ongoing program of industrial reform.
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.
14. Oversight of the record of the ASO's history and heritage.



Person Specification – Manager – People and Culture

Detailed below are the qualifications, experiences/knowledge and skills/ abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential	Desirable
Qualifications	
Tertiary qualification in the field of human resource management or industrial relations (or equivalent experience).	Certified RTW coordinator (RTWSA)
Knowledge and Experiences	
Demonstrable organisational skills, including the ability to prioritise and manage multiple tasks and deadlines	Experience as a member of a senior management team and/or within a HR leadership role.
Experience managing a range of ER and IR matters including disciplinary and performance management, organisational change, dispute resolution and enterprise bargaining.	Experience preparing and delivering presentations to large groups of people.
Experience in the preparation, development and promotion of HR policies, systems and processes.	Experience preparing and monitoring budgets
Strong working knowledge of WH&S and Return to Work Acts and regulations.	Experience managing and leading a small team, including Payroll.
Experience leading and delivering specific work projects.	Experience working within the Arts or NFP sector.
Skills and Abilities	
Confident and adaptive leader, able to tailor approach to a broad range of situations.	
Ability to prioritise and manage a diverse workload with competing deadlines.	



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Ability to develop relationships and influence employees and stakeholders across all levels.	
Ability to maintain confidentiality and demonstrate professional integrity and credibility.	
Ability to act with diplomacy, facilitate negotiations and assist in complaint resolution.	
Ability to consider issues with empathy and compassion.	
Advanced written, verbal and interpersonal skills.	
Ability to work with a high degree of autonomy whilst meeting pre-agree targets and deadlines.	



HOW TO APPLY

Applications in Word format should be forwarded to Andrew Reed by email to 23350@hender.com.au

Telephone enquiries are welcome and may be directed to Gill Manser or Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.