

# PEOPLE & CULTURE COORDINATOR

**Department:** People & Culture  
**Reports to:** Director of People & Culture

This is an exciting opportunity for a recent HR graduate to join a small and friendly team at one of Australia's leading arts companies. Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for 90 years. We tour with some of the greatest names in classical music, and present unique on-stage collaborations with performers from across the world of music in our home city. Our priority is to support live music, our staff and musicians and our loyal customers who demonstrate their rock-solid support every day.

## PURPOSE

*The People & Culture Coordinator provides Administrative and Human Resources support to the People & Culture team and the wider organisation.*

*The People & Culture Coordinator is an empathetic person with an eye for detail and a sound understanding of the principles of Human Resources Management. They are equally able to collaborate effectively and work independently when required. The People & Culture Coordinator is an enthusiastic person who enjoys learning and contributing to a positive workplace culture.*

## KEY RESPONSIBILITIES

- Culture & Wellbeing:
  - Coordinate wellbeing class schedule and research new wellbeing initiatives
  - Assist with event planning & management
- Data Management:
  - Update records and databases while maintaining a high level of accuracy
  - Assist with HRIS implementation & maintenance
  - Monitor participation in LMS
  - Assist with Board & Government Reporting
- Work Health & Safety:
  - Hearing preservation data and budget management
  - Coordinate training, bookings, PPE usage and orders
  - Assist on site at concerts and audio testing where required
  - Attend and take minutes at WHS meetings
  - Assist with Workers Comp case management
- Recruitment: support Recruitment activity
- Learning & Development: research Professional Development courses and coordinate bookings
- Be an ambassador for the company values of Integrity, Connection and Joy
- Other duties as required.

## QUALIFICATIONS & EXPERIENCE

### Essential

- Qualification in Human Resources – Certificate IV or degree
- Proficiency in Office 365
- Excellent written and verbal communication skills
- Excellent organisational & time management skills
- High level attention to detail

- A passion for arts, culture, and classical music.
- The highest possible ethical standards in all aspects of professional life






**Desired**

- 1-2 years’ experience in a similar role

To apply please send a CV and Cover Letter to [recruitment@sydneysymphony.com](mailto:recruitment@sydneysymphony.com) by 21 April 2024.

**Please note that applications without a Cover Letter will not be considered.**

**CAPABILITIES**

Capability Group	Capability Name	Level
	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Foundational
	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Identify opportunities to use a broad range of technologies to collaborate</li> <li>• Monitor compliance with cyber security and the use of technology policies</li> <li>• Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>• Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>