

POSITION DESCRIPTION

Position title	Human Resources Coordinator
Position status	Full-time
Team	Finance & Corporate Services
Reporting to	Human Resources Manager
Date reviewed	January 2017

Overview of the MCA

The MCA's vision is to engage audiences with contemporary art and ideas through the presentation of a diverse program of exhibitions and special events. From major thematic exhibitions and surveys of established artists, solo exhibitions and artist projects, to new work by emerging artists, the MCA program covers the range and diversity of contemporary art.

By focusing on the work of living artists, the MCA is dedicated to delivering programs that present challenging and enriching experiences for visitors through its core activities of exhibitions and learning programs.

Located on one of the most beautiful sites in the world at Sydney's Circular Quay, the Museum of Contemporary Art opened to the public in 1991. Established by the University of Sydney through the J.W. Power Bequest with the assistance of the New South Wales Government, it is Australia's only contemporary art museum dedicated to exhibiting, interpreting and collecting contemporary art.

Overview of the position

Reporting to the Human Resources Manager, the Human Resources Coordinator supports the efficient operations of the Human Resources department by coordinating and delivering a diverse range of human resources related programs, policies, processes and procedures. This includes, recruitment, on-boarding and induction, Wellness programs, Work Health & Safety programs, HR system administration and training.

The position ensures efficient administration of new and terminated staff files; coordinates the internship, volunteer and work experience programs and acts as the first point of contact for general staffing enquiries. The role also maintains up-to-date HR related information on the staff intranet site.

The Accountabilities of the Position are:

- Support the Human Resources Manager in ensuring the smooth running of the MCA's Human Resources Department through the development, delivery and maintenance of a range of HR documentation including letters of offer, contract variations, policies, procedures, organisation charts, reports and other documentation, in addition to general administrative duties related to the above;
- Provide timely and accurate advice and support to all managers and employees across the MCA on diverse human resources activities, policies, practices and key processes including recruitment, appointment, on-boarding, induction, conditions of employment and related issues;
- Manage the end-to-end recruitment and selection of appropriate positions (generally grades 1 – 4). Provide administrative and coordination support for recruitment that is driven by the Human Resources Manager including advertising positions, providing information to potential candidates, arranging interviews, preparing and distributing interview packs for panel members, reference checking and preparing new starter packs for the successful candidates;
- Providing operational support to hiring managers and assisting with the delivery of on-boarding procedures for new employees including letters of offer, new starter packs, the creation and maintenance of personnel files, new starter surveys and probationary review conversations;
- Coordinating the separation of exiting employees, including notifying payroll and conducting exit interviews as appropriate (generally grades 1 – 4);
- Coordinate training programs including room bookings, set up and registration of attendees and maintaining appropriate files;
- Maintain staff intranet and liaise with all departments to ensure it contains regular and up-to-date information;
- Liaise with all departments to coordinate the administration and commencement requirements of internships, volunteer and work experience programs;
- Together with the Human Resources Manager, administer and coordinate the MCA performance review process;
- Ensure efficient administration of staff files including new hires, terminations and workers' compensation claims;
- Ensure the safety and welfare employees at all times and support the human resources manager in coordinating health & wellness programs;
- Build key relationships, confidentiality and trust with staff members;
- Ensure an effective flow of appropriate communication across the organisation;
- Maintain an up to date understanding of Australia's Industrial Relations framework and employment law and ensure compliance in all daily operations;
- Complete HR Projects as required;

- Handle confidential matters with discretion and diplomacy.

Commitment to EEO Principles

Demonstrate commitment to, and knowledge of, the principles and application of equal employment opportunities and anti-discrimination legislation in the work place.

Workplace Health & Safety

Work in accordance with the principles of equity, access and fairness. Respect WHS work practices and procedures; work with due care and consideration to safeguard your own health and safety and the health and safety of others.

Key Selection Criteria

ESSENTIAL

- Tertiary qualifications in Human Resources or related field or previous experience.
- 2 years' previous experience working in internal HR or recruitment.
- Strong administration and attention to detail.
- Very good working knowledge of Microsoft Office; especially Excel and Power Point.
- Excellent verbal and written communication, consultation and negotiation skills.
- Organised and able to use initiative.
- Collaborative, customer focused, highly organised professional with the ability to build and maintain effective working relationships.
- Ability to interpret legislation and apply it in a practical sense.
- Ability to handle confidential information with discretion.

DESIRABLE

- Understanding of WH&S legislation.
- Previous experience in not-for-profit and an interest in the arts.
- Previous experience using HR technology and intranet sites.

Terms and conditions of employment

This is a full time contract position reporting to the Human Resources Manager.

Package includes 4 weeks' annual leave, 10 days' carers/sick leave pro rata and 9.50% superannuation company contribution. Appointment will be conditional on an initial three-month probationary period; thereafter termination by the employee will require 1-month written notice.

Applications

Short listing for interviews will be based on applicants meeting the selection criteria listed in the position description. Please send your application, including names and telephone numbers of two referees and a statement addressing the selection criteria, to positionsvacant@mca.com.au.