

## PEOPLE AND CULTURE MANAGER INFORMATION PACKAGE

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## BIENNALE OF SYDNEY

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The Biennale of Sydney gathers on the ancestral land of the Gadigal people of the Eora Nation. We acknowledge all Traditional Owners of Country and recognise their continuing connection to land, waters and culture. We pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is a leading international contemporary art event. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney (and beyond) with exhibitions that ignite and surprise people, spark dialogue, cultivate connections and inspire action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is one of the oldest biennials in the world and the largest event of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries.

The Biennale of Sydney is committed to free access for all. More information on the Biennale can be found [here](#).

## WORKING FOR THE BIENNALE OF SYDNEY

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The Biennale of Sydney fosters a collaborative and respectful workplace culture with a team as diverse as the exhibitions we present and the audiences who experience them. We actively encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability and those who have diverse experiences of our world to join the Biennale of Sydney team.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you are applying for a position and have support or access requirements, let us know in your application or by contacting the nominated person in the advertisement.

We also support a flexible working environment at the Biennale of Sydney and are happy to discuss how this role could be done flexibly. There is no 'one size fits all' approach to flexible working, including time commitments. We can work with you to rethink where, when and how your work can be done.

The Biennale of Sydney believes that art should be accessible to all. Thanks to our generous supporters, our exhibitions are presented with free admission for all to enjoy. For our employees, we provide professional development opportunities to enrich and develop your love of the arts while valuing the specific skills and experiences you bring to the Biennale of Sydney. As a not-for-profit organisation, we also offer salary packaging options.

## ROLE STATEMENT

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<b>Position Title:</b>	People and Culture Manager
<b>Department:</b>	Finance and Administration
<b>Reporting to:</b>	CEO
<b>Salary:</b>	\$80-90k plus superannuation, based on experience <i>As a not-for-profit organisation, we also offer salary packaging options</i>
<b>Contract Term:</b>	Fixed term contract from 4 January 2021 to 31 December 2022, with the possibility of extension. Full-time or part-time offered to attract the best candidate

## POSITION DESCRIPTION

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The People and Culture Manager is a newly created role that will help drive innovative ways of working at the Biennale of Sydney.

This role, reporting directly to the CEO, is tasked with attracting, engaging and nurturing our dynamic team. This person is passionate about building a positive, collaborative culture and understands the importance of setting a solid foundation built on policies, procedures and behaviours that represent the Biennale's values.

The People and Culture Manager oversees all day-to-day office operations including coordinating IT support, and HR functions across the organisation. This person is a system savvy lateral thinker, who can creatively solve problems and effectively streamline processes.

A master communicator with a proven ability to manage and juggle competing priorities, the People and Culture Manager will deliver exceptional service to our team, stakeholders and partners that aligns with the Biennale of Sydney's values and its dynamic, high-performing culture.

## DUTIES AND RESPONSIBILITIES

<b>HR and Operations</b>	<ul style="list-style-type: none"> <li>• Managing day-to-day office administration activities</li> <li>• Ensuring that corporate services – including office systems and the office environment – are efficient and effective for the Biennale team in order to deliver the event on time and on budget</li> <li>• Developing and maintaining an effective People and Culture Framework that includes recruitment, performance management, remuneration and benefits, payroll, work health and safety, insurances, team engagement and learning and development</li> <li>• Ensuring all people and culture initiatives directly speak to, and support, the Biennale of Sydney’s core values and strategic goals</li> <li>• Overseeing and maintaining systems and equipment, including IT support, across the organisation</li> <li>• Managing and regularly evaluating administrative services against efficiencies, effectiveness and market rate. Includes, for example, insurance, rent, office equipment, banking/POS and travel</li> <li>• Being a champion for our internal systems (Happy HR, Tessitura, SharePoint) ensuring the team is trained and use these to increase efficiency and effectiveness</li> <li>• Regularly reviewing policies and procedures, using initiative to ensure the Biennale of Sydney complies with legislation, Award and Fair Work changes</li> <li>• Managing the human resource management system (Happy HR)</li> <li>• Generating contracts and managing the onboarding process, which includes inductions and reviewing employee documentation</li> <li>• Conducting the Biennale of Sydney induction, covering all required information such as history, values, expectations, team meetings and first day checklist</li> <li>• Working with managers on their team needs, coordinating the recruitment process including shortlisting, screening, interviewing and organising interviews for managers, conducting reference checks and background checks (where applicable) and ensuring visas and required WWC and police checks are validated</li> <li>• Supporting all leaders, including the CEO, across any performance matters such as reviews, grievances, disciplinary action and counsel as required</li> <li>• Responding to people-related requests and team member and management issues in a timely manner</li> <li>• Creating and maintaining a team social and engagement calendar that includes relevant professional development opportunities to enhance skills and promote leadership</li> <li>• Securing and protecting sensitive information, including those about employees and management issues, under laws governing privacy and confidentiality</li> </ul>
<b>Work, Health and Safety (WHS)</b>	<ul style="list-style-type: none"> <li>• All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct</li> <li>• Be the Biennale of Sydney’s Health and Safety Representative, including managing the companies WHS policies and procedures and leading the WHS subcommittee</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Supporting the governing Board of Directors, preparing board packs and papers, taking actions and progressing follow-up activities</li> <li>• Working closely with the Finance Manager to ensure the Biennale of Sydney is monitoring and controlling financial commitments with approved budgets, financial guidelines and procedures as determined by the CEO and the Board of Directors</li> </ul>

	<ul style="list-style-type: none"> <li>• Together with the Finance Manager, maintaining accurate financial and statutory records in accordance with the appropriate legislation</li> <li>• Assisting to identify areas of risk to the organisation and recommend corrective measures to be effected as necessary</li> <li>• Participating in regular meetings with CEO and leadership team</li> <li>• Supporting the Programs and Partnerships team on all facets of the volunteer recruitment process</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Develop and maintain an effective People and Culture Framework that results in high staff satisfaction and retention</li> <li>• Ensure corporate services are efficient and effective</li> <li>• Ensure that all the organisation's statutory obligations are fulfilled</li> <li>• Ensure a safe, healthy, and secure work environment for all employees, temporary staff, contractors, clients, and visitors</li> </ul>

## APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Monday, 16 November 2020**.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

***Applications that do not address the selection criteria will not be considered.***

Contact: Barbara Moore, Chief Executive Officer

Email to: [employment@biennaleofsydney.com.au](mailto:employment@biennaleofsydney.com.au)

Subject line: Application | People and Culture Manager

## SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in HR</li> <li>• Experience in managing human resources services and programs, ideally in a not-for-profit environment</li> <li>• Proven office management or administrative experience</li> <li>• Outstanding interpersonal and communication skills with an ability to act with diplomacy and cultural sensitivity</li> <li>• Highly organised with exceptional time management skills</li> <li>• Strong problem-solving skills with the ability to implement solutions</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Experience working in an arts and cultural organisation, or a strong interest in the arts</li> <li>• Experience using a human resources information system such as Happy HR or Employment Hero, and/or customer relationships management system such as Tessitura or Salesforce</li> </ul>