

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Manager - Human Resources
<b>NAME OF POSITION HOLDER</b>	TBC
<b>DEPARTMENT</b>	Human Resources
<b>DISCIPLINE</b>	Human Resources
<b>LOCATION/HOURS OF WORK</b>	West End as the base – moving to Southbank on 2012. This position will be regularly required to work outside of normal business hours. Some travel will be required. Hours as contracted
<b>SALARY</b>	TBC

## RELATIONSHIPS

<b>DIRECT MANAGER, ROLE</b>	Chief Executive Officer
<b>DIRECT REPORTS</b>	OH&S Officer / Rehabilitation Officer (part-time role)

KEY INTERNAL RELATIONSHIPS	KEY EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>HODs (Heads of Department). HODs comprises the CEO, Director - Orchestra Management, Director – Artistic Planning, Manager - Human Resources, Director – Marketing &amp; Development, Chief Financial Officer and Executive Manager - Philanthropy &amp; Building Campaign. Each HODs role assumes discipline specific direction for the whole organisation.</li> <li>QSO Board as required</li> </ul>	<ul style="list-style-type: none"> <li>QSO relative peak bodies as required</li> <li>Legal advisers as required</li> <li>Consultants (eg Learning &amp; Organisational Development)</li> <li>Recruiters as required</li> <li>HR systems suppliers</li> </ul>

## PRIMARY PURPOSE

To provide operational and strategic advice and support to the CEO and line managers on a diverse range of human resource management services.

## POSITION IMPACT

- Contribute to workplace relations strategy and events
- Contribute to organisational design and development
- Facilitates, recommends and implements QSO's generalist human resources policies and procedures
- Facilitates, provides expert advice and oversees safety, health & welfare programs
- Support and contribute to QSO culture by promoting our workplace values – honesty, supportiveness, excellence, joy, creativity, pride and accountability in our performance and contribution to the organisation

## KEY RESPONSIBILITIES, GOALS & OBJECTIVES

### Strategic and Human Resources Management

Taking into account the operating and legislative environment, provide industry advice on, develop, manage, and participate in:

- business planning and strategy determinations to ensure human resources specifications meet the business objectives
- workplace relations strategy and policy in consultation with other executive and board as relevant
- the monitoring of and responses to workplace relations developments to prevent/settle disputes and manage workplace behaviours

4. negotiations with unions, industry groups and industrial authorities to determine agreements
5. organisational design and development responses including capability/performance development programs, establishing & supporting organisational structure and cultural development initiatives
6. generalist human resources strategies, procedures and responses including workforce planning, recruitment and selection, onboarding and learning
7. health, safety, welfare and rehabilitation policies & programs and ensure support for managers/supervisors in implementation
8. learning and capability development activities ensuring planning to meet current/future organisation/employee needs and satisfying compliance requirements
9. remuneration policy and processes including its market competitiveness, benefit and reward structures, internal relativity and equity

### **Internal Consulting and Operational**

1. Advise executive, managers, supervisors and/or assist as relevant on:
  - workplace relations, organisational design & development, generalist human resources management and occupational health & safety/rehabilitation matters
  - contemporary human resources related practices including opportunities for enhancing systems and processes leading to process and productivity improvement
2. Represent and liaise with external agencies as required
3. Ensure records are maintained to meet employee, organisational and statutory requirements and entitlements
4. Monitor as relevant for musicians recruitment, selection, appointment, onboarding and trials
5. Manage administration/support recruitment, selection, appointment and onboarding
6. Ensure all human resources related activities comply with relevant Acts, legal demands and ethical standards

### **Reporting**

- Submit timely, succinct and effective reports to HODs and the board as required.

### **Other duties as required in the course of performing this role including:**

- Regular work outside of normal business hours as required

### **General Management and Responsibilities**

- Prepare accurate and timely end of month and other reports as required
- To self develop including developing, implementing and completing all performance objectives actions
- To review this Position Description yearly to ensure it remains relevant
- Be committed to and conduct all activities in accordance with QSOs values, mission statement and code of conduct.
- Embrace, promote and apply all QSO processes. Be an effective member of QSO's team
- Identify and execute your tasks which result from QSO business planning
- Engage resources in accordance with QSO procedures and authority levels
- Adhere to QSO procedures for expenditure, cash management and revenue
- Be a champion for Zero Harm and apply safe work practices and procedures
- Perform work in compliance of QSO HR policies and practices and ensure HR issues are resolved in an appropriate and timely manner
- Perform other tasks that your manager may instruct you to undertake from time to time.

## **LEVELS OF AUTHORITY**

It is the incumbent's responsibility to view and abide by any QSO policies & procedures that relate to their role.

CAPABILITY PROFILE		Desirable/ Required/ Mandatory
Formal Education	<ul style="list-style-type: none"> <li>Tertiary qualification in human resources management, business, organisational psychology or related field</li> </ul>	Required
Experience	<ul style="list-style-type: none"> <li>Demonstrated extensive experience in delivering results in organisational development, generalist human resources management, and occupational health &amp; safety strategies and operational management.</li> <li>Demonstrated experience in industrial relations matters</li> <li>Demonstrated experience in the design, development, implementation and execution of organisational development, occupational health and safety and generalist human resources management policies, processes and systems.</li> <li>Demonstrated experience in the design, development, implementation and execution of industrial relations policies, processes and systems.</li> <li>Proven experience in time management, problem solving, initiative and analysis skills resulting in planned, organised and prioritised workloads that meet deadlines.</li> </ul>	Required  Desirable  Required  Desirable  Required
Skills/Knowledge/ Abilities	<ul style="list-style-type: none"> <li>Well rounded knowledge of organisational development, contemporary generalist human resources and occupational health &amp; safety matters.</li> <li>Knowledge of industrial relations matters.</li> <li>Demonstrated ability to lead and undertake project activities.</li> <li>High level ability to communicate, consult and negotiate with staff at all levels, and with external agencies, service providers and clients.</li> <li>Ability to maintain confidentiality and privacy and to exercise tact and discretion.</li> <li>Ability to interpret and advise on awards, legislation and regulations.</li> <li>Intermediate level computing skills including Microsoft office suite.</li> <li>Ability to build rapport and work collaboratively with others</li> <li>Ability to embrace change</li> <li>A commitment to work as a team to deliver the highest standard of services within QSO</li> </ul>	Required  Required  Required  Required  Required  Required  Required  Required

### AUTHORISATION

Employee			
Signature		DATE	
Direct Manager			
Signature		DATE	
Chief Executive Officer			
Signature		DATE	
Manager - Human Resources			
Signature		DATE	

