

Human Resources Coordinator Information Pack

October 2020



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.

Overview

Job Title:	Human Resources Coordinator
Hours of work:	Initially 16 hours per week (This can be spread over a few days or two days) with capacity to expand hours when required.
Package:	10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata 10 days personal leave per annum pro rata Complimentary tickets to Belvoir shows
Contract:	Ongoing 6-month probation period
Reporting to:	Penny Scaiff, Head of Finance and Operations
Reports:	N/A
Salary:	Commensurate with experience
Starting:	ASAP
Application:	<p>Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) <i>addressing the selection criteria</i>. (Applications not addressing the criteria will not be considered).</p> <p>As a means of broadening Belvoir's organisational skill set, we are particularly interested in applications from people with culturally and linguistically diverse backgrounds, possessing diversity practice skills.</p> <p>If you have specific questions about the role we encourage you to contact the Executive Director, Sue Donnelly, via her assistant Vyvyan Nickels on 96993444</p>
Forward to:	Vyvyan Nickels, Officer Manager reception@belvoir.com
Deadline:	Midnight, Sunday 15 th November



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

HUMAN RESOURCES COORDINATOR

Duty Statement

The Human Resources Coordinator is a new part-time position at Belvoir and is responsible for supporting Belvoir's human resources, recruitment, training and professional development of Belvoir's staff (excluding contracted actors and creatives). The Coordinator will ensure the highest quality service to staff as well as advice to the Executive and Artistic Directors about organisational development.

Belvoir has around 36 regularly employed staff (full and part time) plus approximately 30 regularly employed casuals (in box office, front of house and the workshop). In addition there is a small cohort of volunteers which is an area that the company wishes to grow.

This position works closely with the Executive Director, the Deputy Executive Director, and the Heads of the various departments – Production, Development, Finance and Operations, Marketing and Audience Development, Customer Service and Ticketing, Artistic and Programming. The Human Resources Coordinator embeds and provides ongoing encouragement of a culturally supportive and diverse work environment and improved work practices across Belvoir.

The Human Resources Coordinator is part of the Finance and Operations team but reports directly to the Executive Director on a number of matters.

Job Description

Recruitment

- Manage all of Belvoir's recruitment for part-time, full-time and casual employees, with the exception of performers and creatives for individual productions (which is managed by the Artistic Coordinator).
- In conjunction with the Executive Director or Head of Department draft job descriptions, advertisements and determine most appropriate avenues for advertising of positions and encouraging applicants from culturally diverse backgrounds.
- Assist with the recruitment process by identifying candidates, arranging interviews, performing reference checks and issuing employment contracts (approved by Executive Director and in accordance with current National Employment standards). Advise unsuccessful candidates.
- Perform orientations and update records of new staff.
- Organise and oversight probation reviews in conjunction with the relevant Head of department and/or the Executive or Deputy Executive Director.
- Manage Belvoir's volunteer program including recruitment and training.

Training and professional development

- In conjunction with the Executive Director, program annual performance appraisals for employed staff whose service is longer than 12 months.
- Establish a training calendar for annual training upgrades (eg Fire wardens, first aid, RSAs) and organise suitable training.
- Embed an ethos of diversity and inclusion amongst all Belvoir staff.
- Oversight the training and professional development annual budget and review staff access to appropriate training as required.
- Work with Belvoir's Partnerships Associate to identify new partners for Belvoir's corporate training workshops.

Organisational development

- Ensure all staff contracts, codes of conduct, professional development plans and personal documentation are maintained accurately (digitally and hard copy) and remain compliant with all legislative requirements.

- As first point of contact respond and triage internal and external HR related inquiries or requests.
- Oversight workers compensation cases and be part of the WHS committee.
- In conjunction with the Executive Director develop an organisational diversity and inclusion policy
- Assist the Head of Finance & Operations in checking, quality control and maintenance of employee records in the online payroll system.
- Assist in preparation of staffing budgets and forecasts, regularly reporting on staff performance against targets.
- Keep up to date with the latest human resources trends and best practice and provide advice on benchmarking.

Selection Criteria

- Qualification in human resources or related discipline and more than five years' experience in a commercial or not-for-profit area.
- Understanding of national employment standards, workers compensation legislation.
- Demonstrated experience in working with and accessing culturally diverse people.
- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues and volunteers.
- Experience in conflict resolution.
- Proven ability to communicate, both orally and in writing, in a clear and concise manner
- Proven ability to meet deadlines and identify and deal with problems
- Computer competence, experience with database management, data reporting and analysis.
- Be a team player who is self-motivated and shows initiative.
- Appreciation of theatre, sensitivity to actors, artists and the creative process and commitment to the mission of Belvoir and its work.

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals - formed a syndicate to buy the building and save the theatre. Thirty six years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone and former Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who's Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and was also part of the Adelaide Festival. It has won a slew of awards including seven Helpmann awards including Best Play and Best New Australian Work; the Victorian Premier's Prizes for Literature and for Drama; and the Sydney Theatre Awards Best Play and Best Mainstage awards..

Belvoir part of the National Performing Arts Framework both state and federal funding which amounts to around 17% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Miranda Daughtry and Helen Thompson in *Things I Know to be True*, 2019. Photo: Heidrun Löhr