



JOB DESCRIPTION

Job Title:	People and Culture Business Partner
Reports to:	Chief Financial Officer (CFO)
Direct report:	People and Culture Coordinator
Location of Job:	Sydney on Gadigal Land
Appointment type:	Fixed-term 6 months Part-time 4 days per week (hybrid & flexible arrangements available)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

The People and Culture Business Partner supports the delivery of people-related services, policies, and programs across the organisation. Reporting to the CFO, the People and Culture Business Partner works closely with People and Culture Coordinator and people leaders to drive a positive workplace culture for all MVA. The Business Partner contributes to the organisation's success by supporting recruitment, onboarding, performance management, WHS, employee wellbeing, and HR compliance activities. The role also provides day-to-day guidance and support to staff. The role will also co-lead the HRIS implementation project for MVA.

Responsibilities

- Oversee the implementation of HR programs, policies, and procedures aligned with MVA strategy, including diversity equity and inclusion initiatives.
- Co-Lead and project manage with the CFO the implementation of HRIS.
- Provide day-to-day advice on HR matters including employee relations, entitlements, and workplace grievances.
- Support the end-to-end recruitment, onboarding, and offboarding processes.



- Support the annual performance review cycle, including coordination, tracking, and follow-up actions.
- Oversee with salary review processes, including data gathering and benchmarking.
- Maintain accurate HR documentation including position descriptions and organisational charts.
- Provide advice on staff employment and ensure regulatory HR compliance across HR matters.
- Assist in identifying training and development requirements – coordinating programs related to wellbeing, WHS, reconciliation, and inclusion.
- Coordinate staff engagement surveys, including coordination, analysis, and reporting.
- Review and maintain HR policies to ensure they remain current and compliant.
- Act as a Work Health and Safety Officer and support WHS compliance across all offices (training provided).
- Assist with preparing HR reports and documentation as required.
- Communicate and provide access to HR policies, programs, activities and information.

Organisational Responsibilities

- Maintain healthy working relationships with all staff and volunteers.
- Attend meetings as required.
- Contribute to ongoing quality improvement and accreditation activities.
- Participate in professional development and remain up-to-date on relevant HR knowledge and practices.
- Take reasonable care for your own health and safety and that of others in the workplace.
- Hold a valid Working with Children Check (MVA will cover the cost of obtaining or renewing the check).
- Maintain the highest ethical standards, confidentiality, and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures, and systems, including those addressing workplace health and safety, anti-discrimination, bullying and harassment, and privacy.
- Contribute to the overall wellbeing of the organisation and avoid participation in any activity that may be harmful to its operation, health, or reputation.
- In addition to the duties outlined above, the position holder may be required to perform other duties as directed, provided these are within their competency or training.

Knowledge, Skills, Qualifications & Abilities

- Proven interpersonal and communication skills with a genuine focus on people.
- 5 years' experience in a generalist HR-related role and tertiary qualifications in HR management.



- Working knowledge of HR practices, systems, and relevant legislation.
- Strong organisational skills and attention to detail.
- Project management skill and experience
- Proven experience in the implementation of HRIS
- Ability to work collaboratively and support managers and staff to achieve positive outcomes.
- Proficiency in the Microsoft Office 365 suite (including Teams and SharePoint) and CRM database programs.
- Experience in the arts and NPF sector desirable.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email, add the following code **BP26 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Shubha Tewari, People and Culture Coordinator, by email stewari@musicaviva.com.au

MVA is a family-friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Apply now - we are actively assessing applications as they are received - for a start asap

Applications Close: Thursday 4 June 2026