

POSITION DESCRIPTION

Title: People & Culture Coordinator

Status: Maternity Leave (12+ Months)

Classification: HEW 5

Reports to: Head of People and Culture

Direct reports: None

Issue date: Jan 2026

JOB PURPOSE

As a true People and Culture generalist, the People and Culture Coordinator is responsible for the administration and coordination of the full range of human resources functions. This role supports recruitment, contract management, onboarding, learning, diversity, policy review, as well as key strategic initiatives.

KEY RESPONSIBILITIES

- Coordinating the performance development program, working with the managers to identify staff development opportunities, analysing results and planning the staff learning and development program.
- Administering the Engagement Survey and rolling out people and culture initiatives that have been identified.
- Maintaining the work structure by updating position descriptions for positions as required.
- Coordinating the recruitment process by setting up interviews, arranging interview panels, conducting reference checks and producing employment contracts and supporting onboarding processes.
- Coordinating and following up with employee probation processes, including tracking probation milestones, liaising with employees/managers, preparing necessary documentation and supporting timely completion of probation reviews.
- Working with the Gallery Manager, coordinating the recruitment and induction of Gallery Volunteers.
- Partnering across the business working on HR initiatives to increase staff engagement and the improving the workplace culture.
- Reviewing, updating and communicating NAS HR policies and procedures to ensure that NAS is compliant with employment legislation and current HR trends.
- Becoming an Employment Hero (HRM and Payroll system) subject matter expert. Looking at ways functionality can be effectively utilised and integrated into NAS workflows.
- Supporting payroll continuity by acting as a secondary point of contact for payroll processing as required.
- Providing administrative assistance to the Head of People and Culture as needed.
- Any other ad hoc duties as required.

QUALIFICATIONS / EXPERIENCE

- Relevant Human Resources / Business / Employment Law / Psychology qualifications with work experience in a Human Resources role.
- An understanding of contemporary HR practices and experience in interpreting and applying relevant legislation, award interpretation, policies and procedures across the employee lifecycle.
- Ability to provide HR advice to staff and a strong commitment to high quality customer service.
- Excellent written communication and a high level of attention to detail.
- Excellent interpersonal skills with the ability to develop positive relationships with staff at all levels and work effectively in a team environment.
- Ability to use Microsoft office packages and some exposure to using a HRIS.
- An interest in contemporary Australian visual art would be beneficial.
- Knowledge of and commitment to ethical practices, EEO and WH&S policies.

KEY RELATIONSHIPS

Internal	
Executive Leadership Team	This role sits within the Directorate Team
Direct Manager	Head of People and Culture
Direct Reports	None
Heads of Departments	Business partnering with the Heads of Department
Colleagues	Develop and maintain effective working relationships
Models & Volunteers	Build rapport and maintain strong working relationships in conjunction with other stakeholders
External	
Stakeholders	Work with external parties to ensure deliverables are achieved

ACKNOWLEDGMENT

I have read and understood this position description, and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____