

Human Resources Administrator

Venues NSW has the responsibility and privilege of managing several stadium and entertainment precincts across NSW including Sydney's original home of sport, the Sydney Cricket Ground and the brand-new Allianz Stadium located at Moore Park.

ABOUT THE ROLE

Venues NSW is a commercially focused agency of the NSW Government. We collaborate closely with Destination NSW, sporting codes and promoters to excite and entertain the people of NSW with a rich and varied calendar of major events throughout our extensive venue network.

Venues NSW has an exciting opportunity for a Human Resources Administrator to join our team, based at Allianz Stadium in Moore Park. This is a full-time permanent role that will see you supporting a venue network focused Human Resources Team. This opportunity will suit a current HR Administrator or Graduate looking to start or continue their career within a high-performing, engaged and supportive team.

This role will support the business in the following areas:

- Assist in the facilitation of employee lifecycle administration including talent acquisition, onboarding, movement, and offboarding processes.
- Updates and maintenance of HR and Payroll systems.
- Administration support to the Human Resources team.
- Assist with Human Resources reporting and analytics.
- Coordinate the contract generation process for the Human Resources team.
- Support projects related to process, HR documents and systems improvement.
- Maintenance of the integrity and confidentiality of individual employee details.

ABOUT YOU

- Degree in Human Resources or equivalent area of study
- High level organisational skills, attention to detail and the ability to work methodically
- Previous experience working with MS office and the aptitude to learn new systems quickly
- High level of accuracy in data entry
- Previous experience working with Dayforce or other HRIS would be highly regarded
- Exceptional communication skills; listening, written and verbal
- A flexible approach to work with a self-motivated work style
- A proactive and energetic style with the enthusiasm to learn and develop.

HOW TO APPLY

Please obtain a copy of the role description from the employment section of our website at <https://www.venuesnsw.com/page/employment> select **two of the key accountabilities** and provide a one paragraph summary demonstrating how you met/achieved the results of the accountabilities in a previous role.

Please ensure your application includes covering letter (maximum two pages) and an up-to-date resume which clearly details your skills and experience as relevant to this role.

APPLICATIONS CAN BE EMAILED TO: hradmin@venuesnsw.com

APPLICATIONS CLOSE: Friday 15 September 2023

Please note: Applicants must be Australian citizens or permanent residents and will be required to undertake a National Police Clearance check.

Venues NSW values social and cultural diversity and is committed to providing a safe and healthy work environment and the principles of workplace gender equality. Indigenous Australians are encouraged to apply.

ROLE DETAILS	
TITLE	Human Resources Administrator
DEPARTMENT	Human Resources
LOCATION	Moore Park
REPORTS TO	Head of Human Resources
TYPE	Full Time
CLASSIFICATION	Employee

1. VENUES NSW PURPOSE

Venues NSW was formed in December 2020 and is a commercially focused agency of the NSW Government. We have the responsibility and privilege of hosting the biggest and best sporting and live entertainment events for the people of NSW, hosting 5 million people at 500 events across our five distinct precincts, six stadiums and two entertainment centres.

2. ROLE PURPOSE

Support the Human Resources team including the Head of Human Resources with day-to-day administrative support across all areas of HR including but not limited to talent acquisition, onboarding, learning & development, retention, and offboarding. This role will have ownership over the Human Resources Information System and will partner with the payroll team to provide support and be the first point of contact for people related payroll enquires.

3. KEY RESPONSIBILITIES

- Act as a point of contact for the Human Resources department, attending to or redirecting enquiries as required
- Responsible for the coordination of all administrative duties across the HR team
- Assist in the facilitation of employee lifecycle administration including talent acquisition, onboarding, movement, and offboarding processes
- Liaise with and assist the payroll team with payroll system processing and administrative support
- Responsible for maintaining all policies and procedures, templates, employee files and documentation across the team
- Responsible for the maintenance and upkeep of the HRIS, ensuring all employee data is accurate and on time
- Support the development and implementation of HR strategies and projects.
- Ownership of the HR Admin Inbox - responding to HR queries and requests appropriately and forward communication to relevant HR team member as necessary.
- Other ad hoc projects/tasks as required
- Assist with Human Resources related reporting and data analysis

- Provide assistance to all employees on employment related matters including leave management and support the team with interpretations of the relevant Venues NSW Awards, State Awards, Agreements and conditions of employment.
- Coordinate the contract generation process for the Human Resources team.

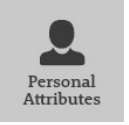
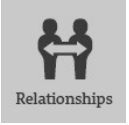



*** This is a non-exhaustive list and may vary as business needs change.**

4. KEY CHALLENGES

- Balancing a high work volume with a variety of work priorities, interests, and deadlines whilst maintaining a high attention to detail.
- Working collaboratively with all stakeholders to deliver timely and coordinated support for HR and people across the Venues NSW network.
- Maintaining up to date knowledge of contemporary human resource industry developments, methodologies, changing legislative requirements and initiatives and HR admin best practice trends.

5. KEY RELATIONSHIPS

WHO	WHY
HR Team	<ul style="list-style-type: none"> • Help deliver strategic outcomes set by the Head of HR and CEO.
Payroll Team	<ul style="list-style-type: none"> • Ensuring staff paid accurately for their time and provide payroll administrative support as required
Event Day Operations Team	<ul style="list-style-type: none"> • Assisting with the adequate resourcing of people for our casual event day team.
Other VNSW Teams	<ul style="list-style-type: none"> • Respond to queries and provide support
Systems and App Providers	<ul style="list-style-type: none"> • Be the key contact for any HR systems support services/providers to ensure these systems continue to run.

6. CAPABILITIES OF THE ROLE		
CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Display Resilience and Courage Act with Integrity Manage Self Value Diversity and Inclusion	Foundational Intermediate Foundational Foundational
 Relationships	Communicate Effectively Commit to Customer Service Work Collaboratively Influence and Negotiate	Intermediate Intermediate Intermediate Foundational
 Results	Deliver Results Plan and Prioritise Think and Solve Problems Demonstrate Accountability	Intermediate Foundational Foundational Intermediate
 Business Enablers	Finance Technology Procurement and Contract Management Project Management	Foundational Foundational Foundational Foundational
 People Management	Manage and Develop People Inspire Direction and Purpose Optimise Business Outcomes Manage Reform and Change	N/A N/A N/A N/A

7. FOCUS CAPABILITIES OF THE ROLE	
CAPABILITY GROUP AND NAME	BEHAVIOURAL INDICATORS
Personal Attributes <i>Act with Integrity</i>	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so
Relationships <i>Communicate Effectively</i>	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly

<p>Relationships <i>Commit to Customer Service</i></p>	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers
<p>Relationships <i>Work Collaboratively</i></p>	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others • Share information and learning across teams
<p>Relationships <i>Deliver Results</i></p>	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed
<p>Relationships <i>Demonstrate Accountability</i></p>	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly

8.	
<p>Decision Making</p>	<p>The administrator has some autonomy within the constraints of the relevant systems, policies and procedures. Decisions will be based upon internal delegations under the authority of the Head of Human Resources. Decisions and complex problems with the potential to impact adversely on an individual administrator and / or on the organisation are referred to the Head of HR.</p>
<p>Dimensions</p>	<p>This role reports to the Head of Human Resources and has nil reports.</p>

9. QUALIFICATIONS/EXPERIENCE

Essential	<ul style="list-style-type: none">• Degree in Human Resources preferred or similar related area of tertiary study.• Proficient in Microsoft office applications.• Previous experience working with HRIS, LMS and payroll systems preferred• Demonstrated experience of effective interpersonal skills and the ability to work with and provide excellent service to various stakeholders.• Previous demonstrated experience in building relationships and networks with internal and external clients.• Experience working in environments that require accuracy and high attention to detail.• Previous experience working in teams with the ability to work autonomously if required.
Desirable	<ul style="list-style-type: none">• Previous Dayforce or Preceda experience• Experience working within the events, hospitality or fitness industry• Previous experience in learning and development or payroll

10. POLICIES

In accordance with the Code of Ethics and Conduct for NSW Government sector employees Venues NSW has formalised a suitable code of conduct for its employees and contracted activities. It is the responsibility of staff to know, understand and comply with all ethical and legal obligations that apply to them.

11. OTHER REQUIREMENTS

- Flexibility in work hours including weekends, public holidays and out of hours work
- Must attend staff training, workshops and meetings as and when required

Name: _____ Signature: _____

Date: _____

For office use only

ROLE TYPE: Employee
DIVISION: Human Resources
ANZSCO CODE: 223111
PCAT CODE: 1224549
DATE: August 2023