

POSITION DESCRIPTION

OUR VISION: Great Venues – Amazing Experiences

OUR PURPOSE: To develop, manage and promote major facilities in Queensland for staging sport, recreational or entertainment events

POSITION	Senior Human Resource Business Partner – People and Performance	POSITION NUMBER	1G032
REPORTS TO	Manager, Human Resources	LOCATION	Corporate Office
EMPLOYMENT TYPE	Temporary Full-Time (12 months parental leave coverage)	CLASSIFICATION LEVEL	Employment Contract
VACANCY REFERENCE NUMBER	SQ27/22	CLOSING DATE	3 July 2022
CONTACT INFORMATION	Name: Julie Lappin – A/Manager Human Resources Phone: 07 3008 6116 Email: Julie.Lappin@stadiums.qld.gov.au		

THE POSITION

The Senior Human Resource Business Partner – People & Performance will lead and continuously improve the operational Human Resources Management for the organisation, providing support, education and advice to build people management capability, accountability and contribute to the development of a high performing organisation.

WORK ENVIRONMENT

The Senior Human Resource Business Partner leads the People and Performance team and works within the Human Resources Team and the Finance and Corporate Services Group.

Whilst primarily based within Corporate Office, the role is required to build and maintain strong working relationships across the organisation and as such, may require travel to other SQ venues or offices.



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ORGANISATIONAL ENVIRONMENT

Stadiums Queensland (SQ) manages, operates and promotes the use of the State's major sports, recreation and leisure facilities. <http://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Partner to build relationships with key stakeholders, understand priority people issues and support leaders with identifying and implementing solutions.
- Lead the implementation of strategic and operational HR advisory services to the program and drive high performance and accountability for complex people initiatives, including management of the Recruitment, Selection and Induction processes.
- Provide day-to-day performance management guidance to management (coaching, counselling, career development, disciplinary actions) driving positive changes in the management of people and performance improvement.
- Manage complex performance and conduct issues.
- Undertake data analysis and insights and strategies to facilitate high performance and engagement.
- Champion change in driving key change programs within the business and supporting leaders in changing ways of work.
- Collaborate with the HR team to ensure consistency and integration of service standards across all HR functions.
- Provide leadership across the People and Performance team and effectively build people management capability.
- Contribute to strategic people plan initiatives and ongoing improvements
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.



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MANDATORY QUALIFICATION AND/OR EXPERIENCE

- Formal HR qualification and proven experience in managing HR disciplines
- Minimum 5 years' experience in a leadership role

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

- Demonstrated extensive experience in generalist HR delivery and/or a range of HR specialities such as recruitment, workforce planning, industrial relations, and change management.
- Experience in job analysis, design and evaluation (eg. Mercer JEMS/CEDS or HayGroup methodology)
- Demonstrated experience in managing a high performing team in a complex HR environment.
- Demonstrated expertise and understanding of relevant legislation, policies and procedures and contemporary developments in human resources management.
- Ability to provide clear expert advice to influence high level stakeholders using a range of strategies to engage and communicate.



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OUR VALUES

Team	<i>Enthusiasm and passion: We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.</i>
Achievement	<i>Professional, commercial and accountable: We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.</i>
Agility	<i>Customer-centric, innovative and agile: We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.</i>
Integrity	<i>Authentic, transparent and respected: We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.</i>



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ADDITIONAL INFORMATION

Some out of normal hours work and work on weekends may be required.

Whilst this position is currently located at the Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.

Travel inter/intrastate may require some overnight stays away from the position's location.

This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.

All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.

Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.

All successful appointees will be responsible and accountable to the extent of "Duty of Care" (*Work Health and Safety Act 2011*) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.

SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.

Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.

Information submitted by an applicant for this position is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

Applications will remain current for a period of 12 months.

Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.

Applications should include a current Resume/Curriculum Vitae and be emailed to recruitment@stadiums.qld.gov.au.



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ORGANISATIONAL STRUCTURE

