

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Human Resources Officer
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Manager, People and Performance
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO4 Level 1
CONTACT INFORMATION	Julie Lappin – A/General Manager, Human Resources Phone: 07 3008 6116 Email: Julie.Lappin@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ38/25
CLOSING DATE	Wednesday, 20 August 2025

THE POSITION

The Human Resources Officer provides quality and timely Human Resources (HR) support across Stadium Queensland's (SQ) Human Resources processes in compliance with legislation, policies and procedures. The position is also responsible for providing generalist advice to SQ employees.

WORK ENVIRONMENT

The Human Resources Officer position reports to the Manager People and Performance. The HR Officer is based in our Corporate Office and will be required to travel to and work across all SQ venue locations to effectively provide HR Support.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Coordinate the recruitment and selection, on-boarding and induction and probation processes for Stadiums Queensland in conjunction with the relevant internal and external stakeholders.
- Coordinate/Project Manage the high volume recruitment for Casual Event Day Staff for all SQ venues.
- Provide timely and accurate advice and support to internal stakeholders on human resources and SQ employment legislation, policy and procedural matters.
- Maintain accurate and adequate records and documentation
- Assist in development of written correspondence and submissions in consultation with internal stakeholders.
- As a member of the HR team, engage collaboratively and contribute to the continuous improvement of HR business processes, and support the development of policies and procedures.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of

workplace health and safety, security, equal employment opportunity, workplace harassment, bullying and discrimination.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Minimum 3 years' experience in recruitment, selection and induction processes within the public or private sector
- Tertiary qualification in a relevant discipline or equivalent experience

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- High level knowledge and experience in recruitment, selection, onboarding and induction processes.
- Knowledge of general HR practices, relevant legislation, policy and procedures
- Ability to provide timely and accurate advice and support to SQ employees and leaders.
- Manage and maintain HR administrative activities and documentation with accuracy and attention to detail.
- Ability to Investigate issues, identify problems and develop or make recommendations for solutions.
- High personal integrity and the ability to maintain confidential information
- Provide outstanding customer service inline with SQ's Customer Service Commitment
- Ability to use Microsoft software packages including Word, Excel, Access, PowerPoint and Outlook, as well as experience utilising HRIS.
- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice.

DESIRABLE

- Knowledge and experience in workforce planning practices
- Knowledge and experience in job analysis, design and evaluation (eg. Mercer JEMS/CEDS or HayGroup methodology)
- Previous experience in bulk or high volume recruitment for Casual Event Day Staff



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



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.



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.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland 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.

ORGANISATIONAL STRUCTURE

