

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	Business Partner (Organisational Development and Learning)
POSITION NUMBER	1G072
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Manager, Organisational Development and Learning
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO5 Level 1
CONTACT INFORMATION	Annette Mahoney - Manager, Organisational Development and Learning Phone: 07 3008 6164 Email: Annette.Mahoney@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ52.25
CLOSING DATE	Monday, 6 October 2025

THE POSITION

Reporting to and working closely with the Manager, Organisational Development (OD) & Learning, the purpose of this role is to craft, project manage and deliver high quality and best practice Learning and OD initiatives for Stadiums Queensland (SQ) to drive a high-performance culture. Initiatives include:

- Learning Management systems (LMS)
- Performance and competency frameworks and systems
- Employee Engagement and culture (incl organizational values)
- Learning and Development (L&D)
- Leadership development programs and initiatives
- Health and wellbeing
- Diversity, equity and inclusion
- Reward and recognition programs

Work closely and support Manager to drive, develop, coordinate and evaluate learning and OD initiatives to support SQ strategic goals and objectives.

WORK ENVIRONMENT

The Business Partner (OD & Learning) position reports to the Manager, OD & Learning, and partners closely with Managers across the business.

The Business Partner (OD and Learning) is based in the Corporate Office and will be required to travel to and work across all SQ venue locations to effectively partner with key stakeholders.

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

- Assist in the design, development, delivery and evaluation of a diverse range of learning and organisational development solutions to build capability in line with SQ organisation strategy, purpose and objectives.
- Maintain learning and organisational HR systems including performance and competency frameworks; and performance, learning and content management systems to address capability gaps/uplift and drive high performance to support SQ accountability culture.
- Provide advice, guidance and assistance to internal stakeholders (managers and staff) on a variety of corporate and individual L&D initiatives including sourcing, developing content where appropriate and coordinating delivery.
- Support the planning, administration and delivery of people related surveys (e.g. employee engagement etc.), and generate post result feedback reports and presentations including co-facilitating staff action planning workshops.
- Design, develop and deliver information sessions / learning programs to support and embed OD initiatives and relevant L&D initiatives.
- Coordinate and administer organisation-wide recognition programs (e.g. Service milestones and values awards).
- Prepare and present briefing notes, discussion papers, reports, correspondence and strategic messaging to engage, inform and promote active participation and cooperation throughout all levels of the organisation.
- Effectively plan, monitor, track and report on project progress to ensure key milestones and deliverables are met within agreed timeframes.
- Ensure all work is undertaken in accordance with SQ's policies, procedures and values, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- A tertiary qualification in Human Resources, Organisational Psychology or related discipline; or equivalent experience.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- Experience in administering HR information systems, including Performance and Development, a Learning Management System (LMS), or other online platforms (with implementation and regular day to day management experience highly desirable).
- Strong OD and L&D experience and knowledge including the principles of adult learning, the 70:20:10 learning approach, instructional design, facilitation and presentation skills.
- Demonstrated experience in a variety of specialist HR / L&D / OD projects from initiation to completion.
- Strong time management and organisational skills with proven ability to effectively plan, organise and



deliver a varied work program, manage resources and facilitate sessions or events.

- Sound interpersonal, communication and negotiation skills with the ability to build and maintain productive working relationships to enable the effective delivery of outcomes.

DESIRABLE

- Adult Learning qualification such as a Certificate IV in Training and Assessment (or equivalent) will be highly regarded.
- Accreditations in a range of psychometric instruments such as DiSC, MBTI, TMS etc. will be highly regarded



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

