



People & Culture Coordinator - Events

Sportspeople • All Melbourne VIC

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Contract

Job details

 Date posted
17 Jun 2021

 Expired On
21 Jun 2021

 Category
HR & Recruitment

 Occupation
Consulting & Generalist HR

 Base pay
\$0 - \$0

 Contract type
Contract

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

PARKING

SALARY PACKAGING

Skills

EMPLOYEE ENGAGEMENT

HR

ONBOARDING

OPERATIONS

PERFORMANCE MANAGEMENT

RECRUITMENT

TALENT ACQUISITION

TALENT DEVELOPMENT

Full job description

It's an exciting time for tennis in Australia and we have ambitious plans to continue to grow the game from grassroots through to Grand Slams. Our vision is to create a playful world through tennis and so we are transforming how we deliver tennis, with the aim of making it more accessible, to more people, more often. To help us achieve this we are looking for a talented People & Culture Coordinator - Events to join our vibrant People and Culture team.

Our People and Culture team is passionate about attracting and hiring amazing people to support the Australian Open and Major Events workforce year on year, whilst ensuring that every candidate has a positive experience along the way.

In this role you will be responsible for the coordination of a wide range of operational and administrative people services to support the event workforce. These services include but are not limited to providing advice and support on talent acquisition, onboarding and off boarding, talent development, performance management, reward & benefits and employee engagement.

About the role

Reporting to the People and Culture Event Workforce Lead, in this role you will:

- Provide general HR advice and assistance to internal functional area managers (FAM's)
- Coordinate end to end recruitment and selection activity for AO casual workforce, including team quallies (volume assessment centre)
- Implement and promote all relevant P&C projects and programs (i.e. reward and recognition, evaluation tool, employee engagement initiatives etc.)
- Assist with the operation and maintenance of the HR database with an emphasis on maintaining accurate and updated details, background checks and documentation for tournament team members
- Assist with the development and distribution of tournament team member employment agreements, workforce messaging

About you

What you will bring to the role:

- Previous demonstrated experience in human resources management, recruitment and/or event operations
- Strong administrative skills with a high attention to detail
- Excellent communication and interpersonal skills with an ability to engage a range of diverse stakeholders
- A problem-solving attitude, high attention to detail with demonstrated ability to perform and succeed under pressure
- Attitude and behaviour is consistent with Tennis values: Imagination, Collaboration, Humility & Excellence
- You must hold (or be willing to obtain) a current Police Check and Working with Children Check
- Flexibility regarding working hours particularly during peak times and events (this role will involve work on weekends, public holidays and late nights)

What's in it for you?

- Monthly health & wellbeing activities through our Serving Your Health program
- Onsite gym & tennis facilities
- Flexible working practices
- Free car parking
- Salary packaging

- A range of discounts from our sponsorship partners