

Job Description

VENUES WEST

Position details:

Title:	Administration and Finance Officer HBF Park	Position Number:	02102
Classification:	Level 3		
Branch:	HBF Park		
Directorate:	Venue Management		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award 1989		
Reports to:	General Manager HBF Park		
Direct Reports:	Nil		
Special Conditions:	Nil		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high-performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support, and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Venue Management Directorate is responsible for the activation of VenuesWest managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation, and entertainment.

About the Role

The role provides high level administrative support to the General Manager, and manages the office administration, supporting the team during HBF Park events. Using advanced MS Excel skills, this role undertakes budgeting and financial reporting and analysis..

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students, and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Administration

- Receives, distributes, and prepares correspondence from internal and external customers and stakeholders on behalf of the General Manager and HBF Park Managers as required including:
 - preparing general correspondence, reports, and presentations,
 - drafting responses to internal and external stakeholders,
 - collecting and preparing information as requested by Chief Operating Officer, Chief Executive Officer, Committees, and the Board,
 - assisting with Ministerial and Parliamentary questions.
- Manages the incoming calls, emails, schedule, and calendar of the General Manager as required including arranging and coordinating meetings and attending to enquiries.
- Coordinates and prepares and distributes briefings, action plans, agendas, and minutes for committees such as the Public Safety and Security Working Group (PSWG) and attends meetings as required.
- Liaises with key internal and external customers and stakeholders including contractors, sporting organisations, and other government organisations as directed.
- Audits all fulltime employee timesheets and rosters and endorses the fortnightly payroll reports for approval of the General Manager as required.
- Processes all casual employee timesheets through the HRIS system ensuring all are coded accurately and approved ready for payroll processing.
- Coordinates the ordering and allocation of uniforms and badges
- Provides administrative support for HBF Park contracts and agreements including:
 - filing and action of administrative obligations,
 - populating and drafting contract and agreement templates as advised by the General Manager,
 - editing to final draft for the General Manager's consideration.
- Organises travel arrangements
- Develops, implements, and maintains effective administration and records management systems and processes, including reviewing policies, procedures, and manuals for continuous business improvement.
- Performs research and data collection and undertakes administrative projects such as Green Star accreditation as required.
- Performs administration duties associated with events including:
 - creating events in Ungerboeck,
 - maintaining the booking schedule for HBF Park and liaising with hirers / promoters on venue availability, and advising stakeholders of confirmed events,
 - preparing pre and post event documentation,
 - coordinating meetings, procedures, and the status of event related items from internal and external stakeholders,
 - arranging internal and external event review meetings and participates in the auditing of services and suppliers where required.
- Sells corporate hospitality for large sporting and concert events including package development for approval, promoting, invoicing, and financial reporting.

Financial



- Creates, analyses, and manipulates in MS Excel, the HBF Park Management and Event budgets including mid-year reviews for approval by the General Manager and manages upload into the financial system
- Processes all deferred income and accruals for end of month.
- Undertakes calculations of event finances.
- Prepares the monthly financial reporting for the General Manager and provides guidance to team members on analysis, and support in relation to management accounting issues.
- Prepares information required for the annual audit and FBT reporting.
- Manages the accounts payable function at HBF Park, including raising requisitions, receipting payments, acquitting credit card and reconciling accounts.
- Coordinates the event settlement process for approval by the General Manager, ensuring that all on-costs have been charged and processed in Ungerboeck and that urgent payments related to event settlements are processed.
- Ensures that contractor commissions are invoiced and received in accordance with the requirements of the contractor agreements.
- Ensures that sponsorship income is invoiced and received in accordance with the requirements of the sponsorship contracts.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training, and assumes responsibilities as required or directed.
- Performs duties of Area Warden or Chief Warden in emergency or crisis situations.

Other

- Undertakes other relevant duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous experience providing administrative and financial support including creating and monitoring budgets to Senior Managers or Executives.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous experience providing administrative support in the sporting, entertainment, and event industry.

Qualifications / Certifications

Essential:

- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement.



The following qualifications are essential to undertake the duties of the Chief Warden as part of the Emergency Control Organisation and training will be arranged by VenuesWest as soon as possible upon commencement in the position. Please note that employees who do not hold these qualifications cannot undertake the responsibilities of the Chief Warden.

- Confine Small Workplace Emergencies (PAUWER008B)
- Lead an Emergency Control Organisation (PUAWER006B)
- Operate as Part of an Emergency Control Organisation (PUAWER005B)

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

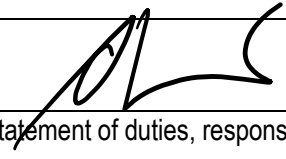
- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.		
Shane Harris General Manager HBF Park		Date Approved: 20/9/22
As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

