



Job Description

Function:	People Operations
Position:	Staffing & Recruitment Manager
Job Holder:	
Start Date:	
Immediate Manager:	People Operations Manager
Position Location:	North Fort Street

Purpose of the Job

The Staffing & Recruitment Manager leads the planning, allocation, and management of staff across all venues, including racecourses, event spaces, cultural destinations, and cafés. The role ensures effective recruitment, onboarding, compliance, and workforce development, supporting business performance and employee engagement.

Organisation Chart



Key Responsibilities

Staffing & Workforce Management

- Plan and allocate staff across all venues, balancing direct staff, freelancers, and agency workers.
- Ensure staffing meets operational, event, and budget requirements.
- Forecast workforce requirements to support seasonal peaks and long-term business growth.
- Oversee scheduling, shift check-ins, and workforce management systems.
- Monitor and report on staffing costs to ensure efficiency and budget control.
- Partner with managers across the business to advise on workforce planning and resourcing.

Recruitment & Onboarding

- Develop and implement an annual recruitment plan for casual and salaried roles.
- Lead assessment centres, apprenticeship and internship programmes, and early careers initiatives.
- Build strong partnerships with colleges, universities, social enterprises, and community groups to strengthen recruitment pipelines.
- Deliver engaging and compliant induction and onboarding processes for all staff.
- Support diversity, equity, and inclusion initiatives across recruitment activity.

Compliance & Systems

- Ensure all recruitment and staffing activity complies with employment legislation including right-to-work, health & safety, and training requirements.
- Use workforce data and analytics to identify trends, improve processes, and support decision-making.
- Continuously review staffing systems to ensure efficiency and effectiveness.

Employee Development & Engagement

- Support training and development programmes for both casual and salaried staff, as required.
- Drive initiatives to improve employee engagement, retention, and career progression.
- Support succession planning to build a sustainable talent pipeline for future business needs.
- Position the business as an employer of choice in the sector.
- Partner with managers to identify skill gaps and create opportunities for development.

Accountabilities

- Full compliance with company policies, HR procedures, and statutory regulations.
- Delivery of efficient, cost-effective staffing and recruitment processes.
- Growth in directly recruited staff and reduced reliance on agency workers.
- Accurate and timely reporting of staffing and labour data.
- Strong relationships with managers, agencies, and community partners.

Person Specification

Essential

- Experience in event staffing and recruitment.
- Strong organisational and interpersonal skills.
- Ability to work under pressure and adapt to changing priorities.

Desirable

- Knowledge of HR policy and practice.
- Experience delivering training or supporting development programmes.
- Operational experience in events, hospitality, or venues.
- Proficiency with time & attendance systems.
- Competent in Microsoft Office programmes.