



## Job Description: Sodexo Live!

Function:	HR And Staffing Team
Position:	<b>Admin Assistant- Staffing Team</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Staffing Manager
Additional reporting line to:	
Position location:	Amex Stadium, Brighton and Hove Albion.

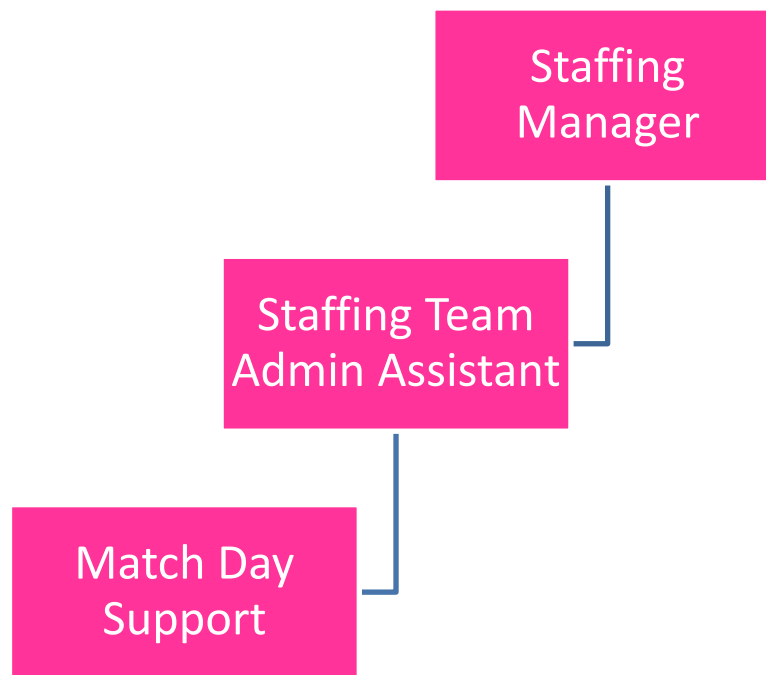
### 1. Purpose of the Job – State concisely the aim of the job.

- To support the staffing function in delivering the recruitment and staffing requirements for Matchdays and the Conference and Events business in and support in the staffing requirements for other sites when required.
- Support Staffing Manager with all tasks relating to the running of the Staffing Team.
- To plan and roster for all key event dates using the Humanforce Time and Attendance system
- To ensure effective recruitment and onboarding of staff.
- Promote Sodexo as the preferred employer both internally and externally, by adhering to company recruitment policies
- To provide proactive support to the business, ensuring consistent delivery of the Staffing/HR strategy and Events business plan

### 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

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**3. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Keep abreast of Right to Work Laws to ensure successful collation of RTW information
- Support with the delivery of the staffing function for Match Day and all Conference and Events, in line with labour productivity, initiatives and budget.
- Build and develop effective working relationships with business managers, key suppliers, and agency partners
- Support with a weekly payroll for a large casual workforce
- Operational role with a requirement for weekend work and some anti-social hours

• **5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Support Staffing Manager with all tasks relating to the Staffing Department, including but not limited to the below:
- Communicating with staff, both full-time and casual, necessary information relating to the matchdays/event, e.g. start dates, accommodation, pay rates, parking, uniform etc.
- Ensure all matchdays and events are fully staffed with staff members being of a high calibre
- Support with interviews, on-boarding and recruitment of new staff
- Support with Rewards and Recognition Schemes
- Support with Matchday paperwork
- Monitor Staffing and Recruitment Inboxes

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure all matchdays and events are fully staffed with staff members being of a high calibre.
- To engender good staff and customer relations.
- Communicate to staff, both full-time and casual, necessary information relating to the matchdays/event, e.g. start dates, accommodation, pay rates, parking, uniform etc.

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**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Motivated and adaptable, confidently able to manage workload and different tasks simultaneously
- Excellent written and verbal communication skills
- Confident in the use of MS Office, especially Excel along with other computer programmes
- A flexible approach to working hours and days
- Ability to work to tight deadlines
- Personable and able to build relationships with key stakeholders
- Highly organised with a strong attention to detail

Desirable

- Experience of working in the event industry or service industry
- Experience working in a staffing or HR function
- Experience of using a time and attendance system such as Humanforce / TimeTarget

**8. Management Approval** – To be completed by document owner

Version	1	Date	04/12/2024
Document Owner			

**9. Employee Approval** – To be completed by employee

Employee Name		Date	
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