

Basketball Australia Position Description

PEOPLE & CULTURE ADVISOR

Who are we

As the national governing body, Basketball Australia (BA), in conjunction with our State & Territory member associations, is at the forefront of promoting, fostering, and developing the sport of basketball across the country. BA is responsible for safeguarding the sport in Australia.

With a proud, rich history and a commitment to excellence, we are dedicated to growing the game. This mission of Australian Basketball is to be “Everybody’s Game” and BA will lead, connect and enhance the experience of the Australian basketball community.

BA proudly manages Australian national teams (Boomers & Opals, Rollers & Gliders, men’s and women’s 3x3 and junior national teams), athlete pathways, the Centre of Excellence facility, national championship events, major international events and leads community programs for the good of the whole sport.

We are excited to be launching the new Basketball Australia Strategic Plan (2025-2028), the Whole of Sport Basketball 2040 Vision and refreshed BA Values. These critical foundations, along with our Innovate Reconciliation Action Plan (RAP) (2024-2026), and BA’s Women & Girls Strategy will set our direction and represent how we will bring our mission to life.

Our Values



Child Safeguarding

Basketball has a zero-tolerance policy to child abuse and neglect in any form. All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children have the right to take part in sport in a safe, positive, and enjoyable environment. Basketball Australia aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in basketball.

PEOPLE & CULTURE ADVISOR

Role Context & Purpose

The P&C Advisor plays a key role in bringing our values to life by championing modern people practices, fostering collaboration, and driving innovative solutions that enhance the employee experience and organisational performance. Acting as a trusted advisor to leaders and employees, the P&C Advisor will support an inclusive and engaged workplace that enables the organisation to meet its operational priorities and deliver on its strategic goals.

What will you do?

Employee Lifecycle Management

- Support and administer end-to-end employee experience, including recruitment, onboarding, induction, development, performance, recognition, and offboarding.
- Ensure each stage of the employee journey reflects organisational values, operational needs, and best-practice people standards.

Operational and Administrative People & Culture Support

- Provide practical, timely, and independent advice to managers and teams on the full range of people matters including workforce, performance, development, compliance and noncomplex employee relations.
- Implement and maintain P&C policies, procedures, and frameworks that are clear, accessible, and aligned to organisational values.
- Continue to enhance and develop the P&C Intranet landing pages.
- Administer the day-to-day P&C operations, including employee records, systems, reporting, and process improvements.
- Manage employee onboarding processes and partner with manager to assist in orientation to BA.
- Manage the P&C Inbox
- Respond to general enquiries
- Coordinate, investigate and follow up any safety incidents and ensure process is followed and necessary adjustments are made
- Work closely with Finance to provide information in relation to payroll matters including new starters, variations etc.

Engagement, Wellbeing, and Recognition

- Deliver initiatives that promote engagement, inclusion, wellbeing, and a positive workplace culture.
- Administer the recognition programs that celebrate achievements.
- Encourage and support a culture of learning, feedback, and development within the organisation.
- Deliver actions from Employee Surveys and feedback
- Develop and deliver communications from P&C to the team that reflect our Values
- Coordinate and manage the annual performance review process
- Plan and implement learning & development activity and days of acknowledgement including, short professional development training, RU Ok Day, National Reconciliation Week, International Women's Day etc

Continuous Improvement and Elevated practice

- Identify opportunities to enhance P&C processes, tools, and programs that improve the employee experience.
- Collaborate with teams to implement innovative solutions that strengthen workforce effectiveness and satisfaction.
- Proactively review and enhance P&C processes, systems, and initiatives to improve efficiency, quality, and employee experience

Talent Acquisition

- Support managers in designing roles, position descriptions and end to end recruitment ensuring the right people are in the right roles at the right time.
- Develop the employee value proposition program, including understanding benefits, sourcing new opportunities.

P&C Systems and Reporting

- Maintain accurate employee records and Employment Hero
- Use the data and reporting to assist in decision-making, track trends, and measure the impact of initiatives.
- Disseminate people reporting including Annual leave reporting and customised reporting to support the business.

Relationships and Influence

- Build effective, genuine, positive and professional relationships across all levels of the organisation.
- Act as a trusted partner, supporting managers to make informed, values-aligned decisions.
- Communicate with clarity, energy, and authenticity, promoting a culture of openness and collaboration

Who are you?

Required Qualifications and Experience

- Tertiary qualifications in Human Resources, Business, or a related discipline.
- Experience in an advisory P&C role across a broad range of P&C functions preferably with sport industry experience
- Demonstrated experience to collaborate, connect and manage key, stakeholders at all levels
- Demonstrated ability to implement practical P&C solutions in an operational environment.
- Keen interest in the use of technology to enhance P&C practice and elevate employee experience.
- Current Drivers licence
- Current working with Children Certificate

Skills & Capabilities

- Brings positivity, credibility, and professionalism to all interactions.
- Team player, who is agile, flexible and respectful of others.
- Committed to contributing positively to the Basketball Australia office and work culture.
- Ability to work both independently and part of a small team, and follow-up on tasks independently to completion.
- Makes decisions and provides advice aligned to organisational values.

- Customer service mindset with the ability to resolve queries diplomatically and with the utmost confidentiality
- Responds quickly to changing priorities, operational needs, and employee requirements.
- Passionate about enhancing engagement, wellbeing, and development opportunities.
- Skilled in planning, forecasting, and optimising resources to meet operational demands.
- Actively seeks opportunities to improve processes, systems, and outcomes.

Position Reports to

- Head of People & Culture

Key Working Relationships**Internal**

- BA Leadership Team
- Employees at BA
- BA Managers
- CEO
- EA or CEO
- P&C Sport Network
- State and Territory P&C Managers

External

- State & Territory Basketball Associations

Position Location

State Basketball Centre, Wantirna South Victoria

Other relevant Information

This position may require limited domestic travel.

Due to the nature of the industry the role will require work to be undertaken on some weekends in line with events or competitions.

You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the Head of P&C if your right to work in Australia ceases.

You must maintain a current Working with Children or Working with Vulnerable People Certification.