



People & Culture Advisor

Duration	Role type	Location
6 Years	Full-time	Brisbane CBD

About GIICA

The Games Independent Infrastructure and Coordination Authority (GIICA) is laying the foundations for the 2032 Olympic and Paralympic Games and beyond.

Hosting the world's largest sporting celebration is a privilege that will define Queensland for the rest of the 21st century, driving economic growth, sustainability, connectivity, and healthier, more-inclusive communities.

GIICA will deliver 17 new and upgraded venues, from Brisbane's Main Stadium to key sporting infrastructure across the state. We are building a legacy that transcends the Games, transforming Queensland to ensure we thrive on the world stage showcasing our vision, culture and lifestyle.

GIICA is committed to delivering exceptional service and accelerating our state's transformation by bringing together communities, industries and governments. We are ensuring every project we deliver for the world's largest sporting celebration is making a transformational difference to the Queensland community.

About the role

The People & Culture Advisor provides end-to-end operational HR and payroll support across the employee lifecycle, ensuring accurate, compliant, and timely service delivery. The role partners closely with internal stakeholders, Finance, and the Corporate Administration Agency to support payroll operations, HR systems, reporting, and people-related initiatives. It also plays a key role in driving continuous improvement through system enhancements, policy implementation, and employee engagement activities

About your responsibilities

- Provide HR and payroll policy advice and interpretation, manage shared People & Culture inboxes, and maintain P&C intranet content and general administration as required
- Coordinate onboarding and offboarding processes, including pre-employment checks, documentation, system updates, and compliance requirements.
- Administer employee lifecycle changes, including variations to employment conditions, internal transfers, and remuneration updates.
- Foster and maintain positive working relationships with the Corporate Administration Agency (CAA) to ensure accurate and efficient HR and payroll service delivery.
- Coordinate payroll operations through resolution of complex employee and system queries, payroll report reviews, and regular payroll audits in collaboration with Finance.
- Coordinate and support people-related projects, including HR system implementations, process improvements, and policy development and rollout.
- Prepare and maintain HR dashboards and reporting to provide insights that support informed decision-making.
- Coordinate the design, administration, and implementation of employee engagement surveys (Culture Amp), contributing to analysis and action planning.
- Act as super-user for HR systems (Aurion, ELMO, Culture Amp), providing guidance, training, troubleshooting, and ensuring data integrity.

About you

- Tech savvy across Microsoft Office (especially Excel and PowerPoint). Experience in SharePoint, HR Information Systems (HRIS), Power Automate and Power BI would also be an advantage.

- Previous experience in general administration, project administration or similar business support role within a P&C team, with experience in developing, implementing and improving systems and processes.
- Excellent organisational, time management and communication skills with an ability to prioritise competing demands.
- Thrives in a busy and ever-changing environment, where taking a flexible and proactive approach will ensure you add value.
- Exceptional attention to detail.
- Enjoys presenting data in easy to interpret dashboards.

Working at GIICA

We are inclusive

We are committed to building an inclusive culture that respects and promotes human rights and diversity. We foster a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence.

We are an inclusive, equal employment opportunity employer. We encourage applicants who represent Aboriginal and Torres Strait Islander peoples, all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities to apply.

We are solutions focused

Our work is fast paced and often complex. Decision making, problem solving and dealing with ambiguity are key components of what we do. Our team's ability to assess risk and apply sound judgement is critical to our success.

We are agile

As a newly formed independent statutory authority, our team can help establish tailored best-practice processes and contribute to our state's future.

Team members' roles and responsibilities may evolve over time. Our team's willingness to be agile and undertake any work that may reasonably be expected is critical.

We offer unique experiences

The work we do is unique and a once-in-a-lifetime opportunity. With professional development opportunities embedded in what we do, our workforce can grow skills and capabilities on the journey with us.

How to apply

Please submit your application to careers@giica.au with “People and Culture Advisor” in the subject line. In your application please include:

- Your current CV
- 1 page cover letter outlining your relevant experience in similar roles, and how you believe you are suitable for this position.

Applications close **Thursday 19 February 2026, 5:00pm AEST**. We strongly encourage candidates to apply early, as we will be reviewing applications as they are received.

For any queries regarding this role, please contact careers@giica.au

Additional information

- Only applications from candidates with full Australian working rights for the entire duration of the appointment will be accepted. Visa sponsorship is not available for this role.
- A probationary period of six months will apply.
- There are no mandatory conditions or qualifications for this position.
- Applications remain current for 12 months and may be considered for identical or similar vacancies.
- Successful applicants will be required to undergo pre-employment checks as part of our recruitment and selection process, which may include the following:
 - Criminal history check
 - Evidence of your right to work in Australia
 - Disclosure of any previous serious disciplinary action taken against you.
 - Disclosure of any employment as a lobbyist (must be provided within one month of taking up the appointment).

Your personal information will be held securely and accessed only by those directly involved in the recruitment process. Information obtained through employment screening is treated confidentially and will only be used to assess your suitability for employment with us and your contribution to our diverse workforce.