

## JOB DESCRIPTION

Job Title: Crew Resourcing Assistant

Department: Operations

Reports To: Crew Resourcing Manager

### **Job Objectives**

To provide administrative support to the Crew Resourcing Manager to ensure the efficient management, booking and scheduling of freelance and agency crew for all Star Live projects and yard work, ensuring that their skill-set aligns to the requirements of each project. This will include booking accommodation, travel and any health and safety and on-site specific accreditation (including overseas where applicable), that may be required.

### **Duties (to include but not limited to):**

- Freelance crew management support.
- Create, maintain and update crew diaries throughout the year.
- Keep comprehensive records of personal details, qualifications and training.
- Manage documentation, including contracts for services and public liability insurance.
- Support with shift allocation with a focus on fatigue management and safe work practices.
- Accreditation portal management when required.

### **Information & Communication:**

Provide freelance crew with timely updates on:

- Health & Safety guidelines.
- Company notices, policies and procedures.
- Administration requirements (e.g invoicing, purchase orders).

### **Agency Crew:**

Assist in planning and managing local crew requirements, including:

- On-site and yard roles.
- Rates, quotes and purchase orders.

### **Crew Management Software:**

- Operate and maintain crew management software (system TBC).

### **Crew Accommodation & Travel:**

#### **Off-peak Season:**

- Source and secure cost-effective accommodation for upcoming projects.
- Arrange travel requirements, ensuring compliance with passport, ID and visa regulations
- Support EHQ team with accommodation and transport needs

#### **Peak Season:**

- Oversee accommodation and travel arrangements for Project Managers, TDS and agency crew
- Communicate booking details promptly and accurately.

### **Crew invoicing and purchase orders:**

- Raising, amending and tracking purchase orders for crew and labour-related costs liaising with the Finance department when necessary.

### **Health & Safety:** (to include, but not limited to):

- Actively promote and enforce Health and Safety at work
- To develop and maintain an awareness of Health & Safety documents relating to your role including but not limited to the Star Group Live Ltd Health & Safety Policy
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk
- To report immediately to your line manager any accidents in the working environment.

- To adhere to all personal responsibilities under the Health & Safety at Work Act

**General Responsibilities / Expectations:** (to include, but not limited to):

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To behave in a manner that reflects positively on the company at all times.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To be proactive and support constant improvement through effective communication and procedures.

**Training and Development:** (to include, but not limited to):

- Participate fully in training and development in accordance with the company's training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.

Signed:

Date:

PRINT NAME: