



POSITION DESCRIPTION

POSITION

Title: Sport & Operations Manager – Nationals
Location: Gold Coast, Queensland
Position status: Contract – becoming full time

LOCATION

The Sport & Operations Manager - Nationals will work from AUS office located at Varsity Lakes on Queensland's Gold Coast.

ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

AUS is a not-for-profit company limited by guarantee and has a [board of nine](#) to administer and manage the sporting needs for all AUS member institutions. The head office is based in Brisbane with staff also based in regional and offices in Sydney, Melbourne, Perth and the Gold Coast.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of AUS, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

AUS SPORTING PROGRAMS

AUS is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its member universities.

The sporting program includes a number of high quality national multi-sport events, sport specific championship events, regional sporting events as well as international universiade and championships. AUS also sanctions a variety of domestic and international events.

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at member universities.

POSITION PURPOSE

The Sport & Operations Manager - Nationals is responsible for the management of sport and operational aspects for key events on the AUS sport program. The Sport & Operations Manager – Nationals' key functional areas include, but are not limited to the following:

- Planning
- Risk management
- Workforce management – competition management, volunteers and officials
- Financial management
- Sports program
- Venue management
- Competition structure and draw management
- Sports rules and regulations
- Event operations
- Event time meetings
- Sports medicine
- Sports equipment
- Results management

The Sport & Operations Manager - Nationals will have responsibility over two portfolios of work with a key focus on The Nationals Div 1 and 2 events. Alongside this, they will be allocated a number of other standalone events in the AUS event portfolio.

REPORTING/WORKING RELATIONSHIPS

Regarding The Nationals, the Sport & Operations Manager - Nationals reports directly and has line management responsibility to the event Project Manager. Regarding standalone events, the Sport & Operations Manager – Nationals reports directly and has line management responsibility to the Chief Operating Officer.

The Sport & Operations Manager – Nationals is responsible for the line management of up to three coordinator roles.

The Sport & Operations Manager will be expected to establish close working relationships with:

- Other AUS staff within AUS head office and in regional offices
- Appropriate staff of the relevant state and national sporting organisations
- Sport delivery agents from AUS member universities
- Staff from various local government and tourism entities
- Organisers of National Sporting Organisations (NSOs) national championship events
- Service providers associated with the delivery of AUS events
- Key event and program stakeholders

STATEMENT OF KEY OUTCOMES AND ACTIVITIES

Planning

- Manage and develop strategies that compliment current procedures to ensure that events are delivered in a professional manner and in accordance with the operational plan
- In conjunction with the Project Manager, critically analyse and actively contribute to the review of all AUS policies and procedures as they relate to assigned key functional areas of the event
- Implement and manage the assigned key functional areas of the operational plan
- Develop and implement crisis management and safety procedures as assigned, for all AUS events
- Maintain clear and accurate administrative records of all event sport requirements

Financial management

- Be responsible for and monitor budgets areas relating to key functional areas that fall within the Sport & Operations Manager - Nationals portfolio
- Ensure all AUS financial procedures are implemented effectively
- Report regularly and accurately to the relevant line manager on actual vs budget basis on the financial status of events and functional areas that fall within the Sport & Operations Manager – Nationals portfolio
- In consultation with the AUS Financial Coordinator, ensure all documentation relating to relevant event finances are fit for the post event audit/reporting processes

Sport related

- Ensure correct application and implementation of all AUS competition guidelines and policies
- In conjunction with the Chief Operating Officer and Project Manager, review and revise where required, all competition guidelines and policies relating to the organisation of sporting competitions
- Implement and enforce the relevant national governing bodies rules and regulations that are accepted by AUS for each sporting competition
- Develop and implement the sport competition program for appointed events/sports
- Plan and deliver professional medal ceremonies for appointed events/sports
- Plan and manage the implementation of any relevant sport specific meetings that are required at appointed events
- Manage the ordering of medals, pennants and sports equipment as required for appointed sports and events
- Manage the implementation of the successful sports medicine provider to ensure that the Games allows for safe competition and effective management of injuries and emergencies, inclusive of liaising with Sports Medicine Australia staff regarding trainer allocation and distribution and rosters
- Identify and appoint (as required), competition management teams who will provide a high level of sports competition management within the AUS competition guidelines and requirements
- Manage administrative requirements of competition management appointments, including letters of offer and competition management agreements
- Undertake training of competition management teams including development of competition manuals, training presentations, online training content, inductions and event briefings
- Manage the process of securing qualified sports officials
- Produce competition draws (including scheduling) with a high level of accuracy, ensuring they are fair and within the AUS competition standards

- Ensure the implementation of effective and efficient results procedures for appointed events including scoresheets and results collation
- Manage the daily end of day procedures during event delivery
- Secure appropriate venues for competitions and events using detailed venue audit and booking processes
- Negotiate venue contracts and agreements
- In conjunction with other event staff, develop detailed venue information documents for each sporting venue

Event operations

- Develop and manage effective and efficient venue operational systems relating to equipment, security, cleaning, storage, signage and catering
- Develop and manage effective and efficient communication systems for the event
- Oversee the operations event team during event delivery period

Event workforce

- Where required, oversee the performance of staff and in conjunction with the Project Manager, conduct formal performance reviews
- Facilitate a positive and productive team work environment and provide leadership to the personnel within assigned key functional areas
- Assist to implement a successful strategy to gain the appropriate levels of volunteer support needed to effectively and efficiently manage events
- Implement AUS strategies to gain the appropriate levels of volunteer support needed to effectively and efficiently manage sport competitions
- Identify, organise, train and manage key persons such as Competition Managers, officials and volunteers who will work within the sport and operations areas
- Manage the work plans of the personnel within the assigned key functional areas of the event
- Ensure all appropriate AUS human resource management policies and procedures are implemented
- Lead and manage the sport delivery team during the event delivery period
- In conjunction with other event staff, ensure all sport specific personnel are appropriately trained in order to effectively meet the requirements of their positions
- In conjunction with other event staff, implement work plans of the personnel within assigned key functional areas of the event (that relate to sport)
- Oversee and manage a number of event interns and their associated workload

Marketing, promotion and sponsorship

- In conjunction with the Project Manager and other event staff, ensure events meet the servicing requirements of relevant sponsorship arrangements as they relate to the area of sport and operations
- Upkeep of websites relating to sports and events that fall within the Sport & Operations Manager – Nationals portfolio including update of event information and answering enquiries

Liaison with AUS entities, committees, government and affiliated agencies

- Liaise and implement clear communication with AUS members and relevant agencies/organisations on aspects relating to appointed events
- As directed, liaise with relevant national and state sporting organisations, sports institutes, AUS members, AUS staff, key stakeholders, service providers and the general public on issues pertinent to the implementation and effective and efficient delivery of appointed events
- Represent the organisation in an official capacity at various functions, gatherings, meetings and conferences as directed by the Chief Operating Officer

General

- Assist in the management of event offices and assume responsibility for the appropriate usage and security of all assets including intellectual property such as event related data, files and equipment
- Maintain and update event template files including setting up of relevant event file systems
- Maintain accurate stocktake of the AUS event storage, including distribution of items to events
- Assist line managers to prepare reports, briefs and key planning updates as required
- Prepare post event reports on the organisation and delivery of relevant areas with recommendations for future events
- Undertake any other management duties or tasks as required to ensure the successful implementation of AUS events and other duties as directed by the Chief Operating Officer
- Manage general enquiries relating to appointed sports and events including those forwarded by email and social media
- Assist in writing content for the AUS annual report in relation to sport results for events

Specific to stand alone events

- Nationals Distance Running / Nationals Triathlon / Nationals Orienteering
 - Liaise with relevant event delivery organisations to ensure implementation of MOU requirements
 - In conjunction with member sports officers, undertake eligibility procedures of participants who compete in distance running, triathlon or orienteering events
 - Confirm results, medallists and overall champions and send medals/update results as appropriate
- Nationals 3x3 / Nationals T20 Cricket and other stand alone Nationals as appointed
 - Coordinate AUS staff appointed to these events including regular briefings, updates and daily work plans during the event delivery phase
 - Work closely with host city staff and stakeholders, to ensure that contractual obligations are met from both parties
 - Liaise with competition management teams from state or national sport associations to ensure competitions are conducted to relevant standards for that sport
 - Work closely with representatives state or national sport associations to deliver a high standard of competition management
 - In conjunction with the AUS registrations team, monitor and manage event registrations
 - Where required, deliver key special events including, event launches, opening and closing ceremonies or presentation dinners
 - In conjunction with the AUS marketing team, manage sponsor activations at the events (as required), including operational requirements needed
 - Produce electronic newsletters, update website and social media posts as they relate to these events
 - Maintain strong relationships with student club presidents and member sport officers to ensure team management standards are met, deadlines adhered to and information is disseminated to participants attending these events
 - Develop risk management plans for these events including implementation of crisis management team procedures (should they be required)

Whilst the above mentioned statements of key outcomes and activities highlights key tasks of the position, the role may incur additional tasks and duties from time to time.

TERMS AND CONDITIONS

Full terms and conditions will be set out in a comprehensive contract agreement however in general terms the position will encompass the following:

Reporting to:	The Nationals Project Manager (for The Nationals) The Chief Operating Officer (for all other appointed events)
Position status:	12 month contract with view to becoming permanent
Hours of duty:	Core hours 8:30am - 5:00pm weekdays After hours/weekend work will be required during the event delivery period and at other periods as necessary
Time in lieu:	Australian University Sport time in lieu standards apply
Travel:	Interstate and intrastate travel may be required on occasions
Salary:	\$65,000 per annum. Paid fortnightly (exclusive of superannuation)
Superannuation:	AUS will contribute on behalf of the Sport & Operations Manager - Nationals into an approved superannuation scheme, an amount as required under the Australian Commonwealth Superannuation Guarantee Fund of ordinary time earnings
Annual leave:	20 days per annum
Sick leave:	10 days per annum
Performance appraisals:	Two performance appraisals will be conducted during the year (May and November)

- Termination: Upon unsatisfactory performance and in accordance with federal legislative procedures relating to dismissal and termination clauses as set out in the formal contract
- Notice: Four weeks notice is required should the Sport & Operations Manager - Nationals wish to terminate employment

POSITION SELECTION CRITERIA

All candidates are required to provide a response which describes how they meet each point of the following selection criteria. As a guide, applicants should provide an answer that is no more than half a page per criteria point. Responses are required for both the essential and desirable requirements.

Essential requirements

1. Demonstrated experience in managing multiple sporting competitions using event operational plans (and/or event timelines)
2. Proven experience in draw development using draw management software/systems
3. Experience in training workforce personnel including delivery of training programs
4. High level communication strategies to engage with key sport stakeholders
5. Ability to work in high pressure environments
6. Knowledge/awareness of multiple sport rules and regulations

Desirable requirements

1. Tertiary requirements in relevant disciplines and/or practical experience
2. A working knowledge of the Gold Coast and its sporting venues
3. Experience in website editing and report writing
4. Hold a current drivers license

To prepare for your application and to provide yourself with an understanding of the activities of Australian University Sport, please read this position description carefully and review information about AUS and its events from www.unisport.com.au

APPLICATION REQUIREMENTS

Each applicant will be required to submit the following in **one PDF document**:

1. Cover letter of introduction
2. Personal resume, **no more than three pages** in length
3. **Two current referees** with phone and email contacts
4. Address the **position selection criteria** listed above

Applicants not addressing these four application requirements and delivering them in one PDF format document will not be considered.

APPLICATION DEADLINES

- Applications open: Tuesday 23 January 2018
- Applications close: Friday 9 February 2018
- Interviews held: Week commencing 12 February 2018
- Position to start: As soon as applicant is able

Short listed candidates will be contacted by telephone regarding arrangements for an interview. Interviews will be held at AUS Gold Coast office unless distance determines a phone/skype interview.

All applicants for the position will be notified in writing if they are not successful in securing an interview. Those that are interviewed but not successful will receive notification in writing once the appointment has been made.

APPLICATION DELIVERY

Applications to be sent via email only to aus@unisport.com.au. All applications should be marked "Sport & Operations Manager" in the email subject line.