



POSITION DESCRIPTION

POSITION

Project Coordinator
Special Focus – 2006 Southern University Games

LOCATION

BASED IN CITY OF BALLARAT

2006 Southern University Games Office, located in the City of Ballarat, Victoria.

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its Member universities. The national sporting program includes a number of high quality national and regional sporting event opportunities, including, but not limited to:

1. Australian University Games
2. Australian University Championships
3. Regional University Games (Eastern, Southern and Northern University Games)
4. Regional University Championships

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 Project Coordinator position, together with the Project Manager will be responsible for ensuring that the activities of the 2006 Southern University Games and other AUS events, if appropriate, are delivered professionally, within income and expenditure set and according to AUS policy and procedures.

The Project Coordinator position will provide support and assistance for all aspects of the day to day income and expenditure control and operational success of specific aspects of the 2006 Southern University Games.

The Project Manager will determine with the Project Coordinator, specific areas of focus for this position such as the below aspects of event management:

- Volunteer Management
- Administration Management
- Sports Competition management
- Operational aspects
- Special Events and functions

REPORTING / WORKING RELATIONSHIPS

The Project Coordinator reports directly and has line management responsibility to the specified Project Manager.

The Project Coordinator may also be expected to establish working relationships with:

- Other AUS staff and AUS Member universities
- Appropriate staff of the relevant state and national sporting organisations
- Relevant staff from the Partner University/ies
- Service providers associated with the delivery of the event
- Key stakeholders including sponsors and media

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STATEMENT OF KEY OUTCOMES AND ACTIVITIES

Planning

- Assist with the implementation and management of areas of operational plan and project management systems as directed.
- Assist the Project Manager to develop strategies that complement and build on those used in previous years the event was held to ensure that the event is delivered in a professional manner and in accordance with the operational plan and income-expenditure parameters.
- Critically analyse and actively contribute to the review of all AUS policies, business plans, strategies and procedures as they relate to events.

Financial Management

- Ensure strict adherence to budget parameters and AUS financial processes.
- Assist the Project Manager to oversee the payment of all expenses relating to the Games activities and ensure all payments are processed in accordance with AUS's financial management system.

Operational

- Oversee implementation of the aspects of the 2005 Southern University Games operational plan for which the Project Coordinator is responsible.
- Report to the Project Manager on a regular basis against milestones contained in the operational plan.
- Assist to ensure all event operations are in accordance with AUS rules, policies, guidelines and strategic objectives.
- Assist to ensure the application of a structured risk management process to minimise financial and OH&S risks.

Games Work Force

- Assist to facilitate a positive and productive team / work environment.
- Assist to develop and implement a successful strategy to gain the appropriate levels of volunteer support needed to effectively and efficiently manage the event and oversee the development of an appropriate volunteer recruitment and training program.
- Assist the Project Manager to implement induction and training programs for event personnel and assist to ensure all event personnel are appropriately trained in order to effectively meet the requirements of their positions.
- Assist in the development of work plans for the Games workforce to ensure that the operational requirements of each division are met.

Marketing and Business Development

- Under direction of the Project Manager, implement aspects of the marketing and communications strategy for the event.
- Under the direction of the Project Manager, implement aspects of the sponsorship servicing plans and ensure the event meets the servicing requirements of relevant sponsorship agreements.

Liaison with AUS entities, committees, government, semi-government and affiliated agencies.

- Liaise and network with AUS members and relevant agencies/organisations on aspects relating to the event.
- Under the direction of the Project Manager, liaise with relevant national and state sporting organisations, sport institutes, AUS members, AUS staff, service providers and the general public on issues pertinent to the implementation and effective/efficient delivery of the event.
- Under the direction of the Project Manager, liaise closely with the Partner University, and associated organisations on issues pertinent to the implementation and effective/efficient delivery of the event.
- In conjunction with the Project Manager, implement effective and efficient internal communication processes between the staff reporting to the Project Manager and other AUS staff.

General Management

- In conjunction with the Project Manager, manage the establishment of the office and assume responsibility for the appropriate usage and security of all assets, including intellectual property such as event related data, files, equipment and resources.
- Assist in the preparation of a post-event report with recommendations for future Southern University Games.
- Undertake any other duties / tasks as directed to ensure the successful planning and delivery of 2005 Southern University Games.

Other Duties

- As directed by the Project Manager

Note: Once the relative skills of the Project Management Team are assessed, AUS Events personnel may be given an area of responsibility and implementation for the portfolio of AUS events.

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:** Project Manager.
- Position status:** Contract Period (to Australian University Sport).
- Period:** January 2006 – August 2006 (subject to termination or resignation).
- Hours of duty:** Given the nature of the event industry, out of hours office work is a requirement of this position during the year and consideration of this has been given in the formulation of the salary package.
- Time in lieu:** Not applicable.
- Travel:** Interstate and intrastate travel may be required on occasions.
- Salary:** Range \$32,700 - \$37,100 per annum pro-rata paid fortnightly (inclusive of superannuation).
- Superannuation:** AUS will contribute on behalf of the Project Coordinator into an approved superannuation scheme, an amount as required under the Australian Commonwealth Superannuation Guarantee Fund of ordinary time earnings. Please note an amount of 9% is factored into advertised remuneration package.
- Annual leave:** 20 days per annum (pro-rata).
- Sick leave:** 10 days per annum (pro-rata).
- Performance appraisals:** Two performance appraisals will be conducted during the contract period (June and a period just prior to contract termination).
- 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 Project Coordinator wish to terminate employment.

POSITION SELECTION CRITERIA

Essential Requirements

1. Educational / Vocational Qualifications
 - Tertiary qualifications.
2. Personal Abilities/Aptitudes/Skills
 - Excellent interpersonal skills.
 - Ability to perform effectively under pressure and to meet deadlines without sacrificing professional standards.
 - Demonstrated high-level written and oral communication skills.
 - Demonstrated ability to motivate high levels of performance within a group and to foster a cooperative, team environment.
 - Personal characteristics of honesty, integrity, probity, adaptability and resilience.
3. Knowledge and Experience

Experience in/knowledge of:

 - Event management or similar project management driven activity.
 - The managing of financial resources including strict adherence to budgets.
 - The managing of operational resources and assets.
 - Strong computer and application knowledge.

Desirable

- A working knowledge of the university sporting sector and Australian sporting environment.
- Holder of a current driver's license.

POSITION APPLICATION CLOSES: Monday 16 January 2006