

Position description

Position title	Operations & Logistics Coordinator
Location	Gold Coast preferred, dependent on applicant
Status	8-month contract (approx.)
Reporting to	National Events Manager- Operations
Number of reports	Nil
Salary package	\$57,750 pa, plus super
Employment conditions	UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 43 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national, and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy, and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, 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.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision:	Active Students; Lifelong Success.
Our Principles:	Integrate and ensure the student perspective is considered in all programs. Inclusion and diversity strategies and processes underpin all that we do across our administration, events, and programs.
Our Mission:	In partnership with universities, we are driving student success by demonstrating the value of sport through evidence-based advocacy and providing participation and competition programs locally nationally and internationally.
Our Values:	Collaborative Respectful Committed Authentic Innovative.

About the role

The Operations & Logistics Coordinator is one of eight team members responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals is the organisation's major annual multisport event, taking place on the Gold Coast from 27 September through 3 October 2025. Comprising of over 30 different sporting competitions, the Nationals plays host to over 7,000 student-athletes competing over one week of sporting competition.

The role is responsible for the planning and delivering the operational requirements of the UniSport Nationals event. In conjunction with the National Event Manager-Operations, develop strategies that compliment current procedure to ensure that the Nationals are delivered in a professional manner and in accordance with the operational plan.

Key responsibilities

1) Planning and Administration

- Responsible for the implementation of all operational requirements outlined in the event operations plan
- Implement crisis management and safety procedures for the operations functional area of the event
- Maintain clear and accurate administrative records of all event's operational requirements
- Update required operations functional area event information to the event website
- Prepare a post-event report on the organisation and delivery of the operational aspects of the event with recommendations for future events
- Contribute to the review and evaluation process of the Nationals
- As directed by the National Event Manager-Operations, liaise with relevant national and state sporting organisations, sports institutes, UniSport members, UniSport staff, key stakeholders, service providers and the public on issues pertinent to the implementation and effective and efficient delivery of the event

2) Financial

- Monitor and maintain accurate records of all operational and venue booking functional areas of the event budget
- Carry out all appropriate quoting processes for event operational suppliers
- Undertake financial practices to deadlines and processes including (but not limited to) providing information required pertaining to the operations budget forecasts, purchase order requests and invoice payments

3) Operational

- Liaise with the National Events Manager - Operations regarding specific requirements and venue standards from national and state sporting bodies for each competition
- In conjunction with the National Events Manager - Operations, secure appropriate venues for competitions and events using detailed venue audit and booking processes
- Liaise with clubs who are leasing council spaces to get letters of support for approving council rights of use applications
- Work with clubs and venue managers to establish professional working relationships to collectively deliver all venue and sporting requirements
- Implement operational and logistical arrangements with key stakeholders of the event, including venue managers, catering managers, club committee members, competition managers, external suppliers, and sponsors
- Support the development and deliver effective and efficient venue operational systems relating to:

- Equipment
- Communication
- Venue spaces, parking, and access
- Medical emergency plans
- Transport
- Security and safety
- Cleaning and waste, catering
- Signage and presentation
- Develop comprehensive venue site plans for competitors and venue operational requirements for both sport and non-sporting venues
- Organise the catering, accommodation and transport arrangements for all event personnel and where appropriate, other key stakeholders
- In conjunction with the National Events Manager - Operations, determine and implement appropriate risk management strategies and plans
- Manage the ordering, allocating, packing, tracking, distribution, moving and bump in of all event equipment to venues
- Maintain accurate stocktake of the event storage, including distribution of items to events.

4) Operations workforce

With the support of the National Events Manager-Operations, and UniSport's HR staff:

- Line-manage up to four volunteer event interns through the planning, delivery, and pack down phases of the events
- Lead a team of four operational staff pre, during and after the event
- Ensure all appropriate UniSport human resource management policies and procedures are implemented
- Implement work plans of the personnel within the operations functional area of the event
- Facilitate a positive and productive teamwork environment and provide leadership to the personnel within the assigned key functional areas of the event

5) Collaborating with other UniSport business areas

- Maintain contacts, activities, and other actions within the UniSport CRM as it relates to the Nationals operations program
- Assist with and contribute to special projects or other UniSport business as required from time to time
- As required, represent the organisation in an official capacity at various functions, gatherings, meetings, and conferences as well as on approved/relevant committees or working groups
- Any other duties as directed by the National Events Manager- Operations

Personal attributes

We are looking for a sports enthusiast who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has an understanding of operational and logistic co-ordination
- ✓ Is collaborative, logical, and proactive
- ✓ Is flexible and able to easily adapt to a changing work environment
- ✓ Enjoys being part of a small team and actively contributes to the building of a positive workplace culture

Selection criteria

Applicants should ensure that their application provides specific detail on how they meet the following selection criteria. All applicants will be assessed against these key areas.

As a guide, each selection criteria address should be addressed in no more than half a page.

In your application, tell us:

1. Your experience in an operations/logistics role within the events sector, ideally in a multi-sport event or multi venue environment
2. Your knowledge of and experience of working to operational plans with designated timelines and key milestones.
3. Your ability to handle multiple tasks across numerous projects with differing timelines. Please provide examples.
4. Outline your experience in supervising operational workforce, managing stakeholder relationships, and maintaining a high standard of communication.

How to apply

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you meet the selection criteria listed above (please respond to the selection criteria separate to your cover letter and no more than ½ page per answer)
- CV/resume including the names and contact details of two references

Submit your application in a [single PDF](#) document to jobs@unisport.com.au

Note that applications that do not respond to the selection criteria will not be considered.

Application timelines

- Applications open 15 January 2025
- Applications close 11:59pm AEST 31 January 2025
- Interviews are expected to be held between 5 February to 7 February 2025
- Earliest start date will be 3 March 2025
- End date 31 October 2025

Further information

Charles Hall
National Events Manager - Operations
Ph: 07 5699 8284
jobs@unisport.com.au