

UniSport Position Description: Special Projects Logistics Coordinator

Position Title	Special Projects Logistics Coordinator
Department	UniSport Australia Special Projects
Reports to	General Manager – Special Projects
Status	Three-month contract role Initially 0.6 FTE – 3 days/ week reducing to 0.4 FTE – 2 days/ week
Location:	Preferably Adelaide but flexible for the right candidate
Employment Conditions:	Working from home and in office combination No travel required

POSITION SUMMARY

The UniSport Logistics Coordinator will be responsible for the program administration and logistics for the delivery of a new UniSport National Physical Testing and Conditioning Program. This encompasses managing logistical arrangements for UniSport’s facilitation of Fitness Assessments and Conditioning Programs for our Partner Recruitment Agency nationwide. The Logistics Coordinator will manage the activity and scheduling for University site visits and inspections, coordinate joint logistical activity with the Partner Recruitment Agency Lead and provide general administration support for the UniSport GM - Special Projects and Regional Coordinators.

KEY RESULT AREAS

Key Area 1: Report Collation

- In collaboration with UniSport Finance team, oversee any invoicing issues of our newly automated system
- Manage enquiries from University Program Leads on financial transaction matters
- Collate weekly Fitness testing and Conditioning session automated reports and prepare weekly summary of Conditioning reports for GM – Special Projects.

Key Area 2: Scheduling, Booking and Logistics of University Site Visits for UniSport Staff

- Communicate and facilitate site visits (flights, car hire, accommodation through UniSport’s Travel platform) for UniSport Special Projects Team to Universities nationwide.

Key Area 3: UniSport Communications Lead for Partner Recruitment Agency Lead

- Liaise regularly (weekly online meeting) with Partner Recruitment Agency Lead, for the smooth implementation of the Fitness Testing and Conditioning Programs; raising, reporting and delegating any action items as appropriate in a time efficient manner.

Key Area 4: Communications and Administration Point of Contact for Host Universities

- First point of contact for and logistical/ administrative matters regarding the program for UniSport host sites
- Execute, communicate and delegate any action items as appropriate and in a time efficient manner.

Key Area 5: Administrative Support to GM – Special Projects and Regional Coordinators

- Administration and logistics support to key UniSport Special Projects staff in correspondence composition and dissemination via email, phone call and other communications modes
- Document production, formatting (Word, PDF, PowerPoint, Canva, Adobe)
- Manage externally accessible program resource library through UniSport SharePoint system.

DUTIES AND RESPONSIBILITIES

- Work as a pivotal part of the UniSport Special Projects Team, undertaking responsibility for the administration and logistical elements of a new and innovative program delivery project
- First point of contact for administrative enquiries from University, Partner Recruitment Agency and UniSport Special Projects staff stakeholders
- Undertake responsibility for collection and collation of weekly reporting data and management of accreditation and other project relevant certification
- Liaise with UniSport finance department to ensure monthly invoicing of Partner Recruitment Agency aligns with university reporting
- Undertake responsibility for production and dissemination of logistics information for all stakeholders (information sheets, Induction Manual updates, maps etc.)
- In collaboration with the GM – Special Projects, assist in the preparation and delivery of online induction and training for university stakeholders
- Disseminate and collate Fitness Assessor’s online and practical testing links and resources
- Attend regular meetings with GM – Special Projects, Regional Coordinators and key UniSport project staff as required.

KEY WORKING RELATIONSHIPS

General Manager -Special Projects	
Regional Coordinators	
Host University Venue staff	
Partner Recruitment Agency Lead	

COMPETENCY PROFILE

Competencies (skills, attitudes, abilities)

- Very high level of communication skills, verbal and written
- Excellent administrative and organisational skills
- Exceptional customer service/ stakeholder management skills
- Excellent skills in Microsoft Suite of products including Word, Excel, PowerPoint, Forms etc.
- Excellent understanding of how to use Canva and Adobe suite of products as well as ability to learn new programs for document and presentation production
- Good understanding of budgeting and operating/ maintaining budgets
- Reliable, respectful, patient, dedicated and has a passion for the program
- Flexibility and adaptability and works well in a team as well as independently.

Qualifications & Experience

- Experience in managing the administration of medium-large scale project logistics successfully
- Five or more years' experience in administration/ office management roles involving multiple-staff electronic scheduling and communications, and high-level report collation and production
- Stakeholder servicing commercial, government or sports industry preferred
- Current Police Checks.

HOW TO APPLY

Applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you will succeed in meeting the key result areas (KRAs) - we suggest you respond to the KRAs separately to your cover letter, and include examples where relevant
- CV/resume including the names and contact details of two referees.

Please submit your application in a single PDF document to applications@leftfieldsports.com.au

Note that applications that do not address the listed KRAs will not be considered.

Deadline for applications to be received:

- Friday June 21 12:00pm ACST.

Further Information

Jane Woodlands-Thompson
General Manager – Special Projects
applications@leftfieldsports.com.au