

Position description

Position title	National Events Manager - Operations
Location	Brisbane/Gold Coast
Status	Full-time Position
Reporting to	General Manager-National Sport Program
Number of reports	Event Coordinator and Two contract roles (10 months)
Salary package	\$80,000 plus super
Employment conditions	Interstate and intrastate travel will be required 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 42 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.

Integrate and ensure the student perspective is considered in all programs.

Our Principles: 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 National Events Manager-Operations is one of five core team members responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals competition framework is comprised of 10-13 National Championship events, Indigenous Nationals and Nationals, UniSport's major annual multisport event. Each of these events take place annually at different host locations across the country.

The role will manage and deliver all associated operational and logistical elements relating to all events within the Nationals program. It will work closely with the National Events Manager-Sport, the Nationals Championships Lead and General Manager-National Programs to ensure all strategic outcomes as pertain to the Nationals Program are achieved. The role will also be required to provide support to other organisational programs where relevant.

Key projects and responsibilities

1) Planning, Finance and Stakeholder Management and Event Outcomes

This includes but is not exclusive to:

- Manage and develop strategies that ensure the events are delivered in a professional manner and in accordance with the current operational plans
- Manage and prepare the annual operational plans for Nationals events
- Liaise with key event stakeholders ensuring all relevant communication relating to the event is comprehensive and meets contractual obligations and expectations
- Prepare and manage budgets relating to the Nationals program
- In conjunction with the GM-National Programs, be responsible for sourcing of host locations, venues and potential partners for future Nationals events
- Develop and negotiate contracts as they relate to events, such as venues as well as event suppliers, where required
- Responsible for achieving event outcomes as pertains to participant attendance targets, satisfaction rates and agreed budgets

2) Event Operations and Logistics

This includes, but is not exclusive to:

- **Administration and reporting**
 - Manage competition venue acquisition and agreement processes
 - Support the production of event briefs, schedules, and updates for key stakeholders
 - Contribute to the preparation and updating of event specific budgets, actuals and expenditure items
 - Provide support and information to Nationals Event Manager-Sport for the annual budgeting processes as pertains to event operations
 - Ensure all financial procedures are implemented effectively
 - Maintain and update event template files and relevant event documentation
 - Ensure post event actions are completed including (but not limited to); finance and event reporting, recommendations on event processes and procedure, event surveys and evaluations

- **Event logistics and operations**
 - Manage event venue branding, including signage plans and processes
 - Manage venue operational bump in and out schedules and processes
 - Plan and oversee the delivery of all Cleaning, Catering and Waste (CCW) processes as related to competition venues
 - Management of event provisions at competition venues – Furniture, Fixtures and Equipment (FFE)
 - Oversee the management of UniSport event assets (equipment, storage and inventory)

- **Marketing and sponsorship**
 - Maintain the event websites with regards to operational event related matters and as required
 - Where applicable, support the sourcing of local funding and partner opportunities relevant Nationals events and prepare and contribute to the submission of funding applications as directed
 - Ensure events meet the servicing requirements of relevant sponsorship arrangements as they relate to the area of operations
 - Manage the operational requirements of sponsor activations at event venues

3) Planning, Risk Management, Policy and procedures

- Manage the development and implementation of risk management planning and processes for events
- Develop and implement crisis management and safety procedures as assigned, for all UniSport events
- Delivery and execution of all compliance and safety procedures applicable to the events
- Management of the upkeep and review processes for event operational policies and procedures

4) Workforce planning and management

- Manage and oversee the implementation of a successful strategy to gain the appropriate levels of intern and volunteer support needed to effectively and efficiently manage the events
- Direct the Event Coordinator, Operations & Logistics Coordinator and Workforce Coordinator in matters pertinent to the delivery of the Nationals, where they provide support to event planning
- Lead and manage the operational staffing requirements during Nationals event delivery
- Ensure all appropriate UniSport human resource management policies and procedures are implemented

5) Collaborating with other UniSport business areas

- Support the Marketing and Communications Manager by contributing information for event marketing plans
- Maintain contacts, activities, and other actions within the UniSport CRM as it relates to Nationals events
- Undertake financial practices to deadlines and processes including (but not limited to) providing information required pertaining to competition costings for budget forecasts, purchase order requests and invoice payments
- 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 GM-National Programs

Personal attributes

We are looking for a sports event enthusiast who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has experience and understanding of sports events and their operations
- ✓ Has exceptional customer service/stakeholder management skills
- ✓ 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 relation to planning and/or delivering a major sport or other event(s)?
2. Your knowledge of and experience with risk management planning in relation to events.
3. Your ability to handle multiple tasks across numerous projects with differing timelines. Please provide examples.
4. Outline your experience in 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 (we suggest you respond to the selection criteria separate to your cover letter)
- 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 Thursday 9 November 2023
- Applications close 11:59 AEST Sunday 3 December 2023
- Interviews are expected to be held Wednesday 6 and Thursday 7 December 2023
- Applicant to commence in role Monday 8 January 2024 (or as soon as the suitable candidate is available)

Further information

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