

Operations Event Crew – Position Description

Position title	Operations Event Crew
Location	Gold Coast, QLD
Status	Casual – Fixed term
Period of Employment	Employment will be a approx. 12-day period, between the dates of Tuesday 23 September – Saturday 4 October
Reporting to	Nationals Events Manager - Operations
Key focus areas	Event Delivery
Salary package	Approx \$4,000 plus superannuation guarantee
Employment conditions	Core hours will vary and include evenings and weekends. Shifts will be implemented for each day

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.

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 event

The 2025 UniSport Nationals – Gold Coast will see participants from 42 member institutions compete across 31 sports over a 7-day period. The event is expected to attract 6,000 competitors to Gold Coast from 27 September - 3 October.

Position purpose

Operations staff are a key Nationals event-time role ensuring logistical components of event operations are delivered to a set schedule.

Operations staff undertake key functions including, but not limited to:

- Planning
- Implementation of schedules
- Teamwork
- Coordination of volunteers
- Bump in and bump out of venues
- Signage
- Inventory control

Location

Operations staff will be based at the Nationals HQ located at the Mantra at Sharks Southport; however the role will be required to work at various sporting venues across Gold Coast for the duration of the event.

Reporting/working relationships

During the event, operational staff have line management responsibility to the Nationals Events Manager – Operations and ultimately reports to the General Manager – National Sport Program.

Operational staff will be expected to establish close working relationships with:

- Other Nationals staff
- Venue operators and relevant staff
- Nationals event-time workforce including volunteers and competition management teams
- Suppliers, sponsors and service providers

Your key tasks and responsibilities:

- Delivery of operational and sporting equipment to Nationals sporting and operations venues as required
- Install, set up and pack down of venues and Nationals signage
- Administering and maintaining operational documentation such as inventory sheets, signage control sheets, etc.
- Maintain the operational requirements of Nationals
- Volunteer management
- Maintain equipment inventory during the event and respond to equipment requests

- Liaise with security providers/UniSport Managers to ensure that Nationals equipment is secure
- Escalate any issues to the Operations Coordinator (or General Manager – National Sport Program in their absence)
- Perform and complete other tasks as requested by the Nationals Events Manager - Operations (or General Manager – National Sport Program in their absence)

Terms and conditions

Reporting to:	Nationals Events Manager - Operations Charles.Hall@unisport.com.au
Position status:	Contract period (to UniSport Australia)
Period:	Employment will be a 12-day period, between the dates of Tuesday 23 September – Saturday 4 October.
Hours of duty:	Core hours will vary and include evenings and weekends. Shifts will be implemented for each day
Salary:	Approx \$4000 plus superannuation guarantee
Superannuation:	Superannuation is in addition to the contract fee
Uniform:	A Nationals polo shirt, jumper, bag and hat will be provided. Please supply your own black or navy pants, covered shoes, and sunglasses.
Notice:	Should operations staff wish to terminate employment, five days' notice is required.

Employment requirements

Operations staff are required to be employed by UniSport to ensure they are covered by appropriate work cover and appropriate government legislation and as such will need to complete employee forms and provide a tax file declaration. These forms are supplied with the letter of employment.

Position selection criteria

Essential requirements

- Demonstrated ability to work productively individually and as part of a team, and possess a high level of interpersonal and communication skills
- Good organisational and problem-solving skills
- Ability to prioritise and meet deadlines
- Ability to take initiative and exercise sound judgement
- Promote and commit to the values and policies of the event
- Uphold professional disposition when dealing with sponsors, participants, suppliers, and workforce
- Be punctual
- Ability to undertake and complete manual tasks including heavy lifting
- Hold a current open driver's license

Desirable

- Enthusiastic and motivated approach
- A good working knowledge of the Gold Coast area
- Previous experience in or exposure to operations, logistics and/or events is advantageous

