

Sport Liaison Officer – Position Description

Position title	Sport Liaison Officer
Location	Gold Coast, QLD
Status	Casual – Fixed term
Period of Employment	Employment will be a 12-day period, between the dates of Tuesday 23 September – Saturday 4 October 2025
Reporting to	National Events Manager - Sport
Key focus areas	Sport Delivery Team
Salary package	\$3,500 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.

The role of Sports Liaison Officer provides support and guidance to the competition management teams at each of the designated sports to ensure the competition is delivered in line with UniSport policies and procedures.

Location

Sport Liaison Officers 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 the Gold Coast for the duration of the event.

Reporting/working relationships

The Sport Liaison Officer reports directly and has line management responsibility to the National Events Manager - Sport and ultimately reports to the General Manager – National Sport Program.

The Sport Liaison Officer will be expected to establish close working relationships with:

- UniSport staff appointed to work within the delivery of the event
- Competition management teams including, competition managers, technical officers, officials and volunteers
- Event stakeholders relating to sponsors and suppliers
- Venue managers
- University Team Managers

Your key tasks and responsibilities:

Before the event

- Assist in the development of draws as appointed by the National Events Manager – Sport.
- Attend event staff meetings (usually held via video meeting) when scheduled.
- Become familiar with [sport rules](#) for those sports appointed.
- Compile key event time documents as you deem necessary for your role.

Build week (23-26 September)

- Meet with key event personnel to ensure a handover and understanding of each sport is obtained.
- Assist with finalisation of competition processes.
- Attend the final competition manager training and meet with all competition management teams at the completion of the meeting to ensure they are familiar with all event processes.
- Visit and familiarisation with competition venues.

- Develop personal daily run sheets to determine schedule of visiting sports daily, include specific meetings to attend, when progressions are being held and when medal presentations are being conducted.
- Assist with venue bump ins, if required
- Check sports equipment, sport boxes and sport folders to ensure all relevant items are supplied and ready for each specific competition.
- Familiarise with venue layout plans including placement of signage, sponsor activations, marquees, tournament control and sports medicine placement.
- Familiarise with the final draw and progression for appointed sports. Understand how they work, what progression variation was used and why, how to undertake the progressions.

Event week (27 September-3 October)

- Deliver any required items prior to the start of competitions. These items may include:
 - Ice
 - Team sheets
 - Equipment, operational or admin supplies
 - Sport boxes and equipment
- Venue set up and bump out
 - Assist competition management teams with any venue set up issues
 - Ensure event and stakeholder signage is placed and visible when visiting the venue
 - Assist with bump out of items on the last day of competition (if appropriate) and return relevant items (including equipment and signage) to Nationals HQ
- Human resource management
 - Liaise with competition managers regarding any no show of personnel including volunteers and sports trainers and assist troubleshooting balance of duties with those that are at the venue
 - Liaise with the competition manager (when visiting that venue) regarding efficient volunteer breaks and that meal voucher distribution is being conducted
 - Check with volunteers that they are understanding their role and ask after their wellbeing and job satisfaction.
- Draw management and results
 - Confirm that results are being returned to Nationals HQ at scheduled time (or uploaded direct via the fusesport competition module correctly if they are being entered at the venue)
 - Check that results are displaying correctly on draws and ladders accurately and progressions are pulling through correctly at the end of the rounds
 - Be on site where possible at the completion of pool games to ensure the progression are determined accurately as per the UniSport sport specific competition guidelines.
- Accreditation
 - Ensure accreditation checks are being completed effectively, that team sheets are being marked correctly and that sport stamps are being issued upon accreditation checks
 - Ensure that match officials are checking for participant sport stamps before each game
- Disputes
 - Assist Competition Manager through the process should a dispute occur
- Risk management and incident reporting
 - Check venue for risks and hazards when visiting the venue
 - Ensure Competition Managers and volunteers are reporting all incidents and responding to hazards as appropriate
- Medal ceremonies

- Confirm that the Competition Manager and volunteers are aware of the set up and roles required for medal presentations
- End of day process
 - Be familiar with the end of day process
 - Return to Nationals HQ at the completion of each day (if possible) to meet with competition managers and ensure all paperwork is returned, forms are replenished and any competition issues are dealt with
 - Check draws and scores to ensure that they are correct and that the web is showing the right team positions after the completion of the days play

Terms and conditions

Reporting to:	National Events Manager - Sport matt.hunter@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:	\$3,500 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 sport liaison staff wish to terminate employment, five days' notice is required.

Employment requirements

Sport Liaison Officer 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
- A sound knowledge of a variety of sports and competition rules and regulations
- Promote and commit to the values and policies of the event
- Uphold professional disposition when dealing with sponsors, participants, suppliers, and workforce
- Be punctual

- Hold a current open driver's license

Desirable

- Enthusiastic and motivated approach
- A good working knowledge of the Gold Coast region
- Ability to undertake and complete manual tasks including heavy lifting

