Position description

Position title	National Operations & Logistics Senior Coordinator
Location	Brisbane or Gold Coast
Status	Full-time Position
Reporting to	Senior Manager - National Events
Number of reports	One contract role
Salary package	
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 40 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 National Operations & Logistics Senior Coordinator 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 takes place annually at different host locations across the country.

The role will coordinate and deliver all associated operational and logistical elements relating to all events within the Nationals program. It will work closely with the Senior Manager - National Events, the National Event Manager - Championships and the General Manager - National Sport Programs to ensure all strategic outcomes as pertain to the National Programs 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:

- Coordinate and contribute to strategies that ensure the events are delivered in a professional manner and in accordance with the current operational plans
- Coordinate 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 coordinate operational budgets relating to the Nationals program
- In conjunction with the Senior Manager - National Events and the National Event Manager - Championships, 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
- Contribute to 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**
  - Coordinate 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 Senior Manager - National Events, the National Event Manager - Championships 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
  - Coordinate recruitment of a contract coordinator role
  - Act as the direct supervisor of a contract coordinator role

- **Event logistics and operations**

- Coordinate event venue branding, including signage plans and processes
- Coordinate venue operational bump in and out schedules and processes
- Coordinate the delivery of all Cleaning, Catering and Waste (CCW) processes as related to competition venues
- Coordination of event provisions at competition venues – Furniture, Fixtures and Equipment (FFE)
- Coordination of venue set-up, line marking and infrastructure requirements
- Coordinate UniSport event assets (equipment, storage and inventory)
- Coordinate freight, postage and delivery of event requirements
- Coordinate flights, accommodation, ground transport to and from events with approvals via relevant manager
- Coordination of venue catering, including food trucks across events
- Coordinate operational items for Unifest and other special events across Nationals and NUCs
- Coordinate site visits and venue requirements across the NUC and Nationals portfolios

- **Marketing and sponsorship**
  - Maintain the event websites with regards to operational event related matters and as required
  - Ensure events meet the servicing requirements of relevant sponsorship arrangements as they relate to the area of operations
  - Coordinate the operational requirements of sponsor activations at event venues
  - Support live streaming requirements pre-event, including operational or logistical needs at venues

3) Planning, Risk Management, Policy and procedures

- Coordinate the implementation of risk management planning and processes for events
- Delivery and execution of all compliance and safety procedures applicable to the events
- Coordination of the upkeep and review processes for event operational policies and procedures

4) Collaborating with other UniSport business areas

- 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 Senior Manager - National Events.

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 experience in customer service/stakeholder coordination
- ✓ 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

Qualifications and essential requirements

To be considered for this role, applicants must demonstrate:

- Relevant tertiary qualification in event management, sport management, business or a related field, or equivalent experience
- Experience coordinating the operations and logistics of sport or other major events
- Experience coordinating venues, freight, travel and suppliers to agreed budgets and timelines
- Strong organisational skills and the ability to manage competing priorities across multiple projects
- Willingness to travel interstate and intrastate, and to work out of hours and on weekends during event delivery periods
- Current driver licence, relevant working with children clearance and right to work in Australia]

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 response to a selection criterion should be 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 venue management and 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 coordinating operations and logistics 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.

Equal opportunity and diversity

UniSport is committed to equal opportunity, diversity and inclusion. We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse backgrounds, and people of all genders, sexualities and ages. If you require any adjustments to take part in the recruitment process, please contact us at jobs@unisport.com.au .

Application timelines

- Applications open Friday 27 November 2026
- Applications close 11:59pm AEST Monday 4 January 2027
- Interviews are expected to be held Wednesday 13 and Thursday 14 January 2027
- Applicant to commence in role Monday 18 January 2027 (or as soon as the suitable candidate is available)

Further information

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