



## INTERNSHIP POSITION DESCRIPTION

### POSITION

Title:	<b>Operations Assistant</b> (Internship)
Special focus:	2017 Australian University Games
Location:	Gold Coast, Queensland
Position status:	Internship

### LOCATION

The 2017 Australian University Games (AUGs) will take place from 24 September to 29 September on the Gold Coast, Queensland.

Prior to the Games the role will be based at the AUS Gold Coast office: **Sports House, 337 Christine Ave, Varsity Lakes, Queensland.**

During the event, the role will be based at the AUG Games centre: **Southport Community Centre, 6 Lawson St, Southport and various competition venues across the Gold Coast.**

### ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

AUS is a not-for-profit company limited by guarantee and has a [board of nine](#) to administer and manage the sporting needs for all AUS member institutions. The head office is based in Brisbane with staff also based in regional and event offices in Sydney, Melbourne, Perth and the Gold Coast.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of AUS, 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.

### POSITION PURPOSE

The Operations Assistant will work as part of a small team to deliver all operational components of the event. Areas of focus will include equipment, signage, venues, cleaning and waste, storage and security, catering and transport.

### REPORTING / WORKING RELATIONSHIPS

The Operations Assistant reports directly and has line management responsibility to the Operations Coordinator.

The Operations Assistant will also work closely with key event time personnel including:

- AUS staff working within the event
- Venue operators
- Event suppliers



## KEY TASKS AND RESPONSIBILITIES

### Prior to the event

- Assist in the coordination of operations requirements relevant to the event including venues, equipment and signage
- Assist in developing operation manual and procedures including inventory control
- Assist in developing equipment register/tracking document, signage register and other stock control systems
- Labelling and testing of equipment and signage
- Assist in developing venue layout plans for all Games venues ensuring the appropriate needs for each sport and sponsor are met
- Assist in preparation of catering requirements for event venues and games centre
- Assist in the planning and delivery of transport operations and associated planning and timetabling

### During the event

- Bump in of venues
- Assist with the implementation of risk management and contingency procedures
- Tracking of equipment and signage
- Assist in the set up of operational control areas
- Assist with catering requirements at venues
- Assist with transport processes

### Post event

- Assist with bump out of all venues back to the event operations area
- Pack down of equipment and signage
- Provide recommendations on improving operational processes

## KNOWLEDGE SKILLS AND EXPERIENCE

The Operations Assistant role would suit a person studying in the field of event management or logistics.

**NOTE: This role requires heavy lifting and moving.** Applicants will require strength and stamina.

### **Desirable attributes:**

- Excellent organisational skills
- Experience in managing and dealing with a wide variety of people
- Ability to set up equipment such as tents, signage and sports equipment
- Excellent communication skills
- Sound computer skills

### **Personal attributes:**

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

### **Other requirements:**

- Commit to at approx six to eight hours per week in the Games office in the lead up to the event
- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Be an unbiased non competitor in the event
- Uphold AUS policies and guidelines



## POSITION PARTICULARS

- Duration of position:** 17 July - 6 October 2017
- Number of hours:** It is anticipated that the Operations Assistant will need to work at least one day per week (approx. 6 – 8 hours) in the lead up to the event and full time during the event delivery period (23 Sept – 30 Sept). Some evening and weekend hours will be required.
- Training:** Induction will be provided upon appointment. On the job training will be provided over the time of your appointment.
- Applications close:** 14 July 2017
- Interviews:** 19 - 21 July 2017
- How to apply:** To apply for this position please follow these steps:

1. Read the position description in detail to understand what is expected of you
2. Check to ensure you are available for the **duration of the position**
3. Update your resume to **no more than two pages**
4. Write a cover letter addressing the desirable attributes and how you meet them and also outline why you feel you are suited to the role
5. Email your application, including cover letter and resume **AS ONE DOCUMENT** (PDF preferred) to [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)

*All applications will be acknowledged and successful candidates will be contacted for an interview.*

## FOR MORE INFORMATION

Contact: Sharyn Cooke  
Workforce Coordinator  
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E: [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)

*The details within this position description may change at any time in the lead up to the Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.*