



## INTERNSHIP POSITION DESCRIPTION

### POSITION

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|------------------|---|
| Title:           | <b>Sport Liaison 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 Sport Liaison Assistant will provide key support to the sport competition management team in all facets of the sport program. This position will be oversee games time sport administration officers and games time sport volunteers and will work closely with the Sport Liaison Officer (SLO) during event delivery week providing sport operations and administrative support. **Note: This is a mobile role, applicants must being willing to travel between venues.**

### REPORTING / WORKING RELATIONSHIPS

The Sport Liaison Assistant reports directly and has line management responsibility to their Sport Liaison Officer and AUG Sport Coordinator. The Sport Liaison Assistant will also work closely with key event time personnel including:

- AUS staff working within the event
- Competition managers and key sport volunteers



## KEY TASKS AND RESPONSIBILITIES

### Prior to the event

- Collate sport folders and sport boxes for each sport
- Collate equipment requirements for each sport
- Assist in the training of sport event volunteers
- Assist in collating competition management folders
- Assist in the production of sport manuals
- Update sport pages within the AUS website
- Assist in the development of sport event riders
- Develop a working relationship with the Sport Liaison Officers
- Develop a strong understanding of an allocated cluster of sports including venue audits, sport rules, risk management, wet weather and contingency plans
- Familiarise self with Australian University sport general rules and codes of conduct
- Other duties as and when required

### During the event

- Travel between sports with SLO, supporting event staff as required
- Preparation / debrief of sport event boxes
- Troubleshoot sport issues that arise
- Within a cluster of sports
  - Oversee management of sport Team Leaders and sport volunteers
  - Assist in the end of day process
  - Oversee set up and pack down of venues ensuring that set up meets venue layout plans and sponsorship requirements
- Be a vital link between the sport and sport & operations manager

### Post event

- Assist in post event reports
- Provide recommendations for improvements to the sport program based on event experience

## KNOWLEDGE SKILLS AND EXPERIENCE

The Sport Liaison Assistant role would suit a person studying in the field of Sport Management, Event Management, Sports Science, someone who has experience in conducting a sport competition or a person with a high interest in the management of sport programs.

### **Desirable attributes:**

- Excellent organisational skills
- Experience in managing and communicating with a wide variety of people
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Knowledge of a variety of sports and their rules
- Excellent computer skills
- Have the ability to work in a mobile environment

### **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
- Remain calm under pressure
- Ability to relay clear and concise tasks



**Other requirements:**

- Commit to at least six - 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:** 12 June – 16 October 2017
- Number of hours:** It is anticipated that the Sports Liaison 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:** 28 May 2017
- Interviews:** 5 – 9 June 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  
P: 0481 150 194  
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.*