



AG2019 SECONDMENT OPPORTUNITIES

There are 50+ Arafura Games 2019 secondment opportunities available and all secondees will come across at level. We are looking for a diverse range of enthusiastic people with a range of skills who thrive in a team environment.

The list below will be updated regularly as roles are filled. If you have any questions please contact the person listed directly to discuss. We are a fun and dynamic team... please join us!

GAMES OPERATIONS

Transport

Required January – May 2019 (Multiple roles). Contact Sharifa Wilkinson, 8999 6254

Primary Objective:

Be a part of our team responsible for the day to day planning and logistical management of moving athletes, officials and volunteers around Darwin. Suited to people with a project management background, ideally in transport and freight, who have experience in staff and vehicle scheduling.

Key Duties and Responsibilities:

- Build strong relationships with key public and private delivery partners related to bus, fleet, airport and traffic management operations
- Develop policies, procedures and documentation related to transport operations
- Train, manage and support a team of volunteers to successfully deliver transport services
- Coordinate and manage the installation of load zone signage
- Must have a valid driver's license
- Report on transport operations, service levels and challenges during Games

Security

Required February 2019 – May 2019. Contact Sharifa Wilkinson, 8999 6254

Primary Objective:

Be responsible for the day to day planning and management of securing venues via a security contractor, coordinating rosters across multiple venues and determining any ITC and reporting requirements. Suited to strong project managers with experience in safety and security, ideally with experience either in the field or in policy creation.

Key Duties and Responsibilities:

- Assess and audit Arafura Games risks and develop plans to mitigate these issues in conjunction with NT Police and Emergency Services
- Work in partnership with external and internal stakeholders for seamless integration of safety and security services
- Liaise with the security provider and hold regular planning meetings
- During Games-time, respond to situations that may occur and oversee security investigations to resolve issues
- Report on security operations, service levels and challenges during Games

Workforce – Volunteer Manager and Trainer

Required – February 2019 – May 2019 (Multiple roles). Contact Jason Bremner, 8999 5370

Primary Objective:

Management of volunteer registrations and recruitment via the online portal, you are ideally a people-person involved in the day to day planning of Games volunteer training and policy creation.

Key Duties and Responsibilities:

- Support and manage volunteer registrations and recruitment via the online portal
- Develop workforce training materials including induction procedures, role specific training and WHS protocols
- Lead and manage volunteer training sessions
- Communicate workforce logistics – uniforms, accreditation, transport options, shift guidelines
- Assist sports with volunteer rostering and scheduling
- Assist the Workforce Manager with processing Ochre card requirements
- Manage distribution of workforce meals at Games time

Schools

Required February – May 2019. Contact Jason Bremner, 8999 5370

Primary Objective:

Promote school engagement in the lead up to and during the Games.

Key Duties and Responsibilities:

- Manage the AG2019 school engagement inbox
- Work closely with the Workforce unit for Volunteers and Training
- Manage school communications and enquiries around the games including school mascot visits
- Assist with mascot promotion / activities involving schools and community groups
- Assist sports with managing rosters and schedules for sport specific roles

Community Activation

Required February – May 2019. Contact Jason Bremner, 8999 5370

Primary Objective:

Lead the development of the What's On Program across the Arts, Culture, Grass Roots Sport and Distinctive Dining events.

Key Duties and Responsibilities:

- Approach community organisations and encourage participation throughout the Games period – arts, culture, food programs
- Develop an activation calendar of events
- Liaise with City of Darwin for ideas and resources

Celebrations – Opening and Closing

Required January – May 2019. Contact Meg Knuckey, 8999 6621

Primary Objective:

Work closely with the Darwin Waterfront Corporation and external production company 'Creative Accomplice' in the delivery of the Opening and Closing Celebrations for the Arafura Games.

Key Duties and Responsibilities:

- Manage the Production company timelines and status reports
- Liaise with Darwin Waterfront Corporation on all operational elements associated with Opening and Closing celebrations
- Assist the Security and Transport Managers in planning celebration nights
- Provide operational information for athletes and team officials to Games Services Manager for distribution
- Scope and manage additional infrastructure and equipment required on venue – seating, lighting etc.
- Liaise with Communications and Media teams in planning and delivery

Hospitality and VIP

Required February – May 2019. Contact Meg Knuckey, 8999 6621

Primary Objective:

Provide high level administrative support in hospitality and VIP programing across the Games coordinating VIP's. Experience in government protocol desirable.

Key Duties and Responsibilities:

- Manage the Hospitality program and VIP guest list – planning and delivery
- Provide VIP transport where required – work with Transport Manager on fleet allocation
- Work with Games Services Manager to provide accommodation options as per AG2019 recommendations
- Develop a calendar of event for VIP delegation – work with Community Activation Coordinator, Sport and Venues team and DTBI
- Develop list of medal ceremony presenters across competition schedule

SPORT AND VENUES

Overlay and Logistics

Required February – May 2019 (Multiple roles). Contact Meg Knuckey, 8999 6621

Primary Objective:

Coordination of temporary overlay and the logistics associated with shade, seating and other sport specific equipment across multiple venues. Suited to strong project managers who understand WHS practice e.g. Construction Site Managers and Operation Managers.

Key Duties and Responsibilities:

- Scope temporary infrastructure and equipment requirements across competition venues
- Manage contractors and suppliers and develop a bump in/out schedule across competition venues
- Develop venue/site inductions in conjunction with Workplace Health and Safety best practice
- Manage the logistics of equipment and signage bump in/out
- Manage sport transitions

Medical Manager

Required February – May 2019. Contact Meg Knuckey, 8999 6621

Primary Objective:

Management of the Arafura Games medical program in partnership with Sports Medicine Australia and ASADA. Suited to a strong project manager with experience in Public Health Education and Sports Science.

Key Duties and Responsibilities:

- Liaise with Sports Medicine Australia (SMA) and scope medical requirements on behalf of all sports
- Ensure adequate medical facilities/clinics have been scoped and staffed appropriately
- Liaise with Department of Health, Hospitals and Medical Clinics to ensure adequate resourcing and staffing levels have been scoped in line with attendance numbers and levels of service
- Engage both SMA and Disease Control Centre to educate athletes and teams on National protocols
- Report on medical operations, service levels and challenges during Games

Doping Control Manager

Required March – May 2019. Contact Meg Knuckey, 8999 6621

Primary Objective:

Provide high level support to the Medical Manager, with direct responsibility for the ASADA doping and testing requirements per sport.

Key Duties and Responsibilities:

- Liaise with ASADA and be the lead AG2019 contact
- Manage testing requirements and lab communication through ASADA
- Develop a framework regarding positive results – Games communication strategy
- Scope Doping facilities per venue
- Arrange transport and accommodation for ASADA
- Determine number of chaperones required – including briefing and training materials

Medal Ceremonies Manager and Coordinators

Required January – May 2019 (Multiple roles). Contact Meg Knuckey, 8999 6621

Primary Objective:

Manage and coordinate the medal ceremonies program across all sports and venues. Suited to a strong project manager with experience in production and presentation.

Key Duties and Responsibilities:

- Coordinate and manage the medal ceremonies program across all sports and venues, including podium allocation, flag requirements, tray bearers, medals, anthems, music and medal presenters
- Liaise with Government Protocol regarding VIPs
- Train and manage a team of volunteers
- Assist Sport team in podium bump in/out and gathering athletes prior to the ceremony
- Develop medal ceremony protocol – flag raising, anthems, medal procession etc.

Venue Precinct Managers

Required March – May 2019 (Multiple roles). Contact Taneille Brann, 0402 269 456

Primary Objective:

Manage venue operations including transport, workforce, media operations, security, catering and cleaning across multiple sports per precinct.

Key Duties and Responsibilities:

- Manage venue operations including transport, workforce, media operations, security, catering and cleaning in conjunction with Sport Managers and in accordance with Games policies and procedures
- Liaise with sport on a daily basis and communicate any issues to the Games Operations Centre as required
- Follow emergency management protocols and chain of command on venue
- Manage Games contingency planning protocols on venue
- Provide daily weather updates and communicate accordingly

Para Sport Liaison

Required January – May 2019, Contact Taneille Brann, 0402 269 456

Primary Objective:

Coordinate the Athlete with Disabilities (AWD) requirements across Games including classification requirements. Suited to a well organised individual who can provide operational planning assistance to the sports undertaking classification.

Key Duties and Responsibilities:

- Provide support to sport coordinators to ensure they are delivering on all requirements for their para sport – Athletics, Netball, Swimming, Table Tennis and Tennis
- Liaise with the APC to seek guidance on para sport information
- Communicate with local, national and international teams to provide accurate information
- Ensure all classification requirements are met in coordination with state, national or international body, including classifiers travel and accommodation

GAMES SERVICES

Accreditation and Systems Manager

Required January – May 2019. Contact Karen Matthews, 8999 5237

Primary Objective:

Manage the Games accreditation system with FuseSport, tracking and recording all athlete, volunteer and official's data. Strong data analytics skills required.

Key Duties and Responsibilities:

- Provide support to all sport coordinators to validate registrations for their competition
- Produce daily/weekly reports and cleaning and checking all data is correct for accreditation
- Ensure all participant details are in the system for Games operational needs – accreditation and transport requirements
- Lead on sport needs for results and process to upload to Arafura Games website
- Troubleshoot any systems issues – registration, accreditation and results
- Liaise with wider Games Services team to collect any outstanding data from teams
- Lead and train the volunteer team on the accreditation collection process at the uniform and accreditation centre (UAC)

Accreditation Coordinators

Required April-May 2019 (multiple roles). Contact Karen Matthews, 8999 5237

Primary Objective:

Support the Accreditation Manager in the coordination of Uniform and Accreditation processes required across multiple venues for Sport and Operations.

Key Duties and Responsibilities:

- Support the Accreditation and Systems Manager with the accreditation process
- Ensure clean data for all registered participants – produce reports as required
- Print all accreditations – athletes, team officials, volunteers, technical officials, VIPs, media
- Train and support the volunteer team on the accreditation collection process at the uniform and accreditation centre (UAC)

Countries Liaison

Required February – May 2019. Contact Karen Matthews, 8999 5237

Primary Objective:

Liaise with and support countries within the Asian or Oceania region, working closely with Games Services and DTBI. Strong verbal and written communication skills essential.

Key Duties and Responsibilities:

- Liaise with and support countries within the Asian or Oceania region to provide timely and accurate information about the Arafura Games and assist in their planning
- Support the accreditation team to gather all required information from teams
- Train and provide support to the team attaché volunteers – understand delegation needs, cultural differences and language barriers
- Be able to build strong relationships with good communication skills

Sport Information

Required March – May 2019. Contact Karen Matthews, 8999 5237

Primary Objective:

Liaise with and support Sports in the development of athlete handbooks and publications, working closely with Games Services, Venues and Operations. Strong verbal and written communication skills essential.

Key Duties and Responsibilities:

- Responsible for any sport publications that we develop – including the Chef de Mission Handbook
- Circulate sport information to all functional areas and sport coordinators to ensure correct
- Manage and train volunteer information team during Games to provide information to participants and spectators alike – including transport, competition schedule and results

Results Management

Required March – May 2019. Contact Karen Matthews, 8999 5237

Primary Objective:

Liaise with and support Sports in the development of a holistic results portal across the Arafura Games. Data analysis experience and strong digital skills desired, but not essential as the role will work closely with the Accreditation and Systems Manager

Key Duties and Responsibilities:

- Collate all results from sports and confirm the process for formatting and uploading of results at the conclusion of each competition session in a timely manner on to our website and other channels as needed including media personnel
- Good website and software knowledge to integrate results from external websites

MARKETING and COMMUNICATIONS

Media Operations

Required March – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Managing and coordinating the operational requirements of visiting media, marketing, social influencers and photographers per Sport and Venue.

Key Duties and Responsibilities:

- Manage media expectations on venue including: availability of space, Wi-Fi, Furniture, Fittings and equipment (FFE), competition schedules, Field of Play (FOP) access, photo opportunities.
- Liaise with Games Media Manager to coordinate responses to reputational risk

Media

Required January – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Coordinating the media, marketing, social influencers and photographers daily requests across multiple media platforms to promote key Games messages

Key Duties and Responsibilities:

- Coordinate media and communication activity across multiple media channels (press, TV, radio, social media) to ensure messaging consistency.
- Pro-actively seek coverage and advertising opportunities to promote AG2019.
- Create public relations materials including but not limited to press releases, holding statements, quotes and briefing documents.
- Assist with content development and campaign creation.

Graphic Designer

Required January 2019 – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Create Games publications, flyers, signage and collateral for use across multiple platforms such as Press, Social Media, TVC graphics, posters and digital wayfinding per venue. Adobe creative suite experience is essential.

Key Duties and Responsibilities:

- Manage the timeliness and delivery of collateral and digital artwork across competing deadlines;
- Assist with content development and campaign creation.

Mascot

Required January 2019 – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Provide high level secretarial and administrative support to the Arafura Games Mascot to enable them to focus on the strategic management of happiness for spectators.

Key Duties and Responsibilities:

- Create and manage the mascot appearance schedule
- Manage the quality and upkeep of the mascot suit and accessories
- Enthusiastic and high energy to keep the entertainment at a high level

Digital Coordinators

Required January 2019 – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Design, manage and deliver digital content to promote the Games. Should be proficient in content creation, bulk uploads, and all the latest platforms the kids are using these days!

Key Duties and Responsibilities:

- Experience in digital marketing
- Monitors and updates all social media platforms, keeping in line with AG2019 brand, personality and tone of voice
- Produce exciting and engaging content
- Experience in using DSLR or similar is desirable
- Experience in cutting and editing film footage is desirable

Website

Required January 2019 – May 2019. Contact Lauren Ramsay, 8999 6216

Primary Objective:

Manage and update all website updates across Games functional areas such as Sports, Venues, Operations, and Athlete Services. Lead the redevelopment and rebrand of the website to create a user friendly platform.

Key Duties and Responsibilities:

- Experience in website development and CMS
- Regular content updates
- Integration of systems such as registrations and results.

EXECUTIVE MANAGEMENT

Human Resources

Required January – May 2019. Contact Sally Jarvis, 8999 5374

Primary Objective:

Support the management of humans in our amazing and resourceful team, experience in events desirable but not essential.

Key Duties and Responsibilities:

- Support the identification of suitable skilled people for required roles
- Manage the coordination of Government secondments
- Identify gap shortages against start dates and provide advice /options to Functional Area leads and Director
- Games time role will be hands-on support to deliver the workforce requirements across venues.

Finance

Required January – May 2019. Contact Sally Jarvis, 8999 5374

Primary Objective:

Provide a high level of budget financial data analysis, reporting and operational support to the team.

Key Duties and Responsibilities:

- Ensure tracking against budgets and forecasts are up to date
- Manage honorarium and per diem payments
- Manage credit card and petty cash requirements to ensure Games time cash flow
- Work closely with Project Managers to ensure funding is released as agreed against milestones

Government Liaison

Required January – May 2019. Contact Sally Jarvis, 8999 5374

Primary Objective:

Provide a proactive, high quality, executive secretarial support to the Director of Events, assist with ministerial liaison and Cabinet related functions and contribute to a diverse range of corporate activities to support the executive team to achieve departmental goals.

Key Duties and Responsibilities:

- Support the Director, Arafura Games by drafting regular Ministerial briefing reports
- Support the Director, Arafura Games on pulling reports across all functional areas to provide updated information to Government departments
- Liaise with Government Departments to activate support that can be leveraged from within to assist successful delivery of Arafura Games

Sponsorship Manager

Required January – May 2019. Contact Sally Jarvis, 8999 5374

Primary Objective:

Liaise closely with relevant stakeholders in the Commercial sector to progress sponsorship both cash and in-kind for the Arafura Games 2019.

Key Duties and Responsibilities:

- Progress sponsorship lead opportunities
- Develop creative value-adds for sponsors to consider as part of a sponsors rights and benefits
- Negotiate sponsor rights and benefits and draft agreements
- Service sponsors ensuring AG2019 meet all obligations
- Communicate sponsor rights and benefits to functional areas to ensure it is integrated in planning