

JOB DESCRIPTION

Agency	Department of Tourism and Culture	Work Unit	Northern Territory Major Events Company
Job Title	Overlay and Logistics Coordinator, Arafura Games	Designation	A05
Job Type	Full Time	Duration	21 January 2019 – 17 May 2019
Salary	\$80,235 - \$84,414	Location	Darwin
Position Number	SUPN RTF	Closing	10 January 2019
Contact	Ms Meg Knuckey on 08 8999 6621 or meg.knuckey@nt.gov.au		
Agency Information	www.nt.gov.au/dcm		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	Not applicable to this vacancy.		
Apply Online Link			

Primary Objective:

The Overlay and Logistics Coordinator will assist in the planning and delivery of temporary infrastructure and logistics movements during the 2019 Arafura Games.

Context Statement:

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

This role will support the Peak Sporting Organisations to deliver the competition elements of the Games and coordinate shared resources from one competition venue to another. The Overlay and Logistics Coordinator will lead in managing the workplace health and safety policies, contractor and supplier documentation and induction protocols across all venues. A dedicated focus to support the Overlay and Logistics Manager and to ensure expectations are managed.

Key Duties and Responsibilities:

1. Determine temporary infrastructure and equipment requirements across competition venues, celebrations and activation sites
2. Manage contractors and suppliers – bump in/out plan, workplace health and safety documentation, contingency arrangements and insurances
3. Develop venue/site inductions in conjunction with Workplace Health and Safety best practice
4. Manage budget expectations
5. Manage a team of casual staff and oversee the bump in and out of equipment and signage across all competition venues
6. Develop a timeline of events and manage sport transitions and equipment share opportunities

Selection Criteria

Essential:

1. Event operations and logistics experience
2. Strong leadership skills and previous experience with managing a team of people
3. Project management skills focusing on venue operations, managing milestones and contingency planning
4. Strong interpersonal and communication skills with experience managing contractors and suppliers
5. Competent in Microsoft Office
6. Current Drivers Licence

Desirable:

1. Tertiary and post graduate qualifications in Event Management, Logistics and Operations
2. Experience in Workplace Health and Safety policies and procedures

Approved: December 2018

Mr Tim Watsford, General Manager, NTMEC