

## JOB DESCRIPTION

<b>Agency</b>	Department of Tourism and Culture	<b>Work Unit</b>	Northern Territory Major Events Company
<b>Job Title</b>	Sport and Venues Operations Manager, Arafura Games	<b>Designation</b>	A06
<b>Job Type</b>	Full Time	<b>Duration</b>	21 Jan 2019 – 17 May 2019
<b>Salary</b>	\$88,157-\$98,549	<b>Location</b>	Darwin
<b>Position Number</b>	SUPN   RTF	<b>Closing</b>	10 Jan 2019
<b>Contact</b>	Ms Taneille Brann on 08 8946 1419 or <a href="mailto:taneille.brann@nt.gov.au">taneille.brann@nt.gov.au</a>		
<b>Agency Information</b>	<a href="http://www.nt.gov.au/dcm">www.nt.gov.au/dcm</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>		
<b>Special Measures</b>	Not applicable to this vacancy.		
<b>Apply Online Link</b>			

### **Primary Objective:**

The Sport and Venue Operations Manager leads the coordination of all operational functional areas to ensure the effective, efficient and safe operations of their allocated venue(s) and/or precinct.

### **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 position supports the Head, Operations, Sport and Venues to ensure venue operations run smoothly and expectations for all Games clients are met within the venue(s) and/or precinct. Pre-Games, this role will ensure that the relevant functional areas are ready to operate proficiently during the Games delivery period by develop an in-depth understanding of the overall operation of venues at Games-time. At Games-time the Venue Operations Manager will play an essential coordination, communication and leadership role on venue for all functional areas.

### **Key Duties and Responsibilities:**

1. Create and maintain strong effective relationships between a variety of internal and external stakeholders;
2. Working closely with the Volunteer Manager to develop training modules and manuals for venue specific training and familiarisation for volunteers;
3. Liaise with the operational team regarding the delivery, bump in/ installation and tear down/ bump out of equipment for all venues and activations
4. Actively seek cost effective and creative solutions for operational challenges that arise on venue;
5. Provide advice, support, monitor and manage on-site activities of internal and external stakeholders, ensuring that information is communicated to all client groups;
6. Ensure that pre-agreed service level standards for Arafura Games client groups are upheld and maintained;
7. Swiftly build and foster a positive, engaged and adaptive team that achieves goals and objectives;
8. Liaise with sport on a daily basis and communicate any issues to the Games Operations Centre as required;
9. Follow emergency management protocols and chain of command on venue; and
10. Manage Games contingency planning protocols on venue.

### **Selection Criteria**

#### **Essential:**

1. Experience operating a venue during the delivery period at a complex multi-sport event.
2. Demonstrated high level leadership skills and experience in leading a team to deliver outcomes.
3. Experience delivering events or similar activities with conflicting priorities, deadlines and fixed resources.
4. Strong interpersonal and communication skills, experience in negotiating and managing intent and expectations with multiple internal and external stakeholders.
5. Demonstrated experience in identifying and mitigating risk, especially in complex environments and involving non-government stakeholders.

#### **Desirable:**

1. Tertiary and post graduate qualifications in a relevant field such as Event Management.
2. Project management qualifications.
3. Experience in Work Health and Safety and its application to the events industry.