



Job Description

Job title: Beach Volleyball Operations Manager

Division: Sport and Operations

Department: Sport

Position number (Workforce Planning to complete): [Click or tap here to enter text.](#)

Reports to: Beach Volleyball Manager

Direct reports: [Click or tap here to enter text.](#)

Date of revision: 14/3/17

Organisations Objectives

The Corporation is committed to showing leadership in sustainability by delivering the Gold Coast 2018 Commonwealth Games (GC2018) to international standards. All employees will be responsible to ensure that they understand and apply the principles of sustainable development to GC2018 planning and delivery.

All employees are responsible for ensuring work activities align with the corporate values of 'GREAT' – Global, Respect, Excellence, Accountable and Trust.

Job Purpose

- The Sport Operations Manager is responsible for overseeing all operational arrangements within the competition venue/s related to Athletes & Team Officials, Technical Officials & International Federation representatives, Sport Workforce and other Sport stakeholders in support of the delivery of competition.
 - The Sport Operations Manager will report to the Sport Manager, and assist the Beach Volleyball Manager with overall competition planning and delivery as required. Specific responsibilities of this position will vary depending on the sport.
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Role Specific Deliverables

Competition Planning and Delivery (75%)

In conjunction with the Beach Volleyball Manager:

- Liaise with Transport, Security, Catering, Cleaning & Waste, Logistics, Technology, Accreditation, Workforce and other FAs regarding the planning and delivery of operational arrangements in the competition venue/s, and monitor operations in the venue/s.
- Coordinate the briefing and deployment of all Sport Specific Volunteers (SSVs) in the competition venue/s, and ensure all SSVs are appropriately supervised and supported.
- Manage access control onto the Field of Play and into all other Sport spaces, ensuring workforce are briefed and deployed.
- Ensure appropriate assistance and support is provided to Athletes & Team Officials and Technical Officials (TOs) & International Federation representatives in the competition venue/s.
- Monitor the Athlete Lounge and Technical Officials Lounge and ensure these spaces are appropriately serviced.
- Coordinate the supply of ice for use by Sport as required.
- Assist Athletes with Press Conference and Doping Control obligations as required.
- Coordinate the wrangling of Athletes for medal ceremonies.
- Coordinate volunteers to move medal ceremony podiums as directed by the Medal Ceremonies Manager.

Additional Games Preparation (25%)

- Provide sport specific input into the venue operational planning process for each competition and training venue.
- Contribute to the development of Sport policies and procedures.
- Provide input into the Sport Operations Plan, Sport Manual, Technical Officials Handbook and other relevant publications and documents.
- Assist in the preparation of material to be presented to the IF and CGAs as required.
- Assist in rostering, training and supporting Sport Specific Volunteers (SSVs), ensuring that appropriately skilled individuals are assigned to carry out required tasks.
- Assist in the planning and delivery of operational testing and readiness events/activities.

Team Management (continual)

- Communicate direction and a clear vision of success.
- Share ideas and information in a timely manner following processes.
- Inspire and motivate the team.
- Generate confidence in the team and empower them.
- Focus on the continual improvement of each member of the team and the team as a whole.
- Delegate effectively and enable others to achieve.

Health and Safety (continual)

- Ensure a safe and healthy work environment for yourself and your team by complying with and ensuring your team comply with the Corporation's health and safety policies, standards practices and program.
 - Actively promote and support the work health and safety committee and initiatives.
 - Assist with implementing health and safety legislation and regulation requirements into the Corporation.
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Key Relationships

Internal

- Beach Volleyball Manager
- Other members of the Beach Volleyball Competition Management team
- Sport Volunteers
- Sport Program Area Managers
- Members of the Venue Team including Functional Area representatives
- The Corporation team
- FA Leads and Heads of PA
- Workforce

External

- Appointed Technical Delegate
 - International Federation representatives
 - National Sporting Organisation representatives
 - State Sports Organisation representatives
 - Technical Officials
 - Relevant contractors and suppliers
 - All visitors to the Corporation
 - Consultants engaged through the Corporation
 - Sponsorship partners
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Health and Safety

- All staff - Ensure a safe and healthy work environment for yourself and your team by complying with and ensuring your team comply with the Corporation's health and safety policies, guidelines, standard practices and framework.
- For managers/leads - Actively promote and support the work health and safety committee and initiatives.
- For managers/leads - Assist with implementing health and safety legislation and regulation requirements into the Corporation.

Qualifications		Critical	Desirable
Diploma or Degree	Sports or Events Management	Choose an item.	Yes
Choose Qualification	A thorough understanding of the requirements for and operations associated with delivering international competition for the relevant sport	Yes	Choose an item.
Experience			
Proven event management experience in international events		Choose an item.	Yes
Experience working with International Federations and knowledge of their structure and operation		Choose an item.	Yes
A broad knowledge of the Commonwealth Games movement and sport in general			Yes
Experience in multi-sport Games			Yes
Job Specific Competency			
Ability to manage complex operations within a dynamic, high profile sport/event environment		Yes	
Knowledge of international protocols associated with international sport competition			Yes
Ability to undertake sport specific programming, scheduling and rostering across a significant event		Yes	
An understanding of sport venue layout, systems and operations		Choose an item.	Yes
Proven people management skills		Yes	
Competent computer skills (Microsoft)		Yes	
GOLDOC Competency Library			
Competency Description	Basic	Proficient	Advanced
Accountability This competency is about 'sharing the dream' through being responsible to GOLDOC and taking ownership of work outcomes.	Choose an item.	Yes	Choose an item.
Results Orientation This competency is about 'being the best' by maintaining a strong attention to detail when completing work-related tasks, addressing situations, or working through challenges.	Choose an item.	Yes	Choose an item.

<p>Client Focused</p> <p>This competency focuses on a person’s ability and motivation to create a positive customer experience through the delivery of a high quality service and/or experience.</p>	Choose an item.	Choose an item.	Yes
<p>Planning and Organising</p> <p>This competency focuses on the ability to effectively plan, organise work and set priorities for self and others.</p>	Choose an item.	Choose an item.	Yes
<p>Team Work and Team Building</p> <p>This competency focuses on the ability to build and foster a positive, engaged, and change agile team that can achieve group/individual goals and objectives.</p>	Choose an item.	Choose an item.	Yes
<p>Decision Making and Problem Solving</p> <p>This competency focuses on the ability to think ‘outside the box’ to make well informed, effective, and timely decisions.</p>	Choose an item.	Yes	Choose an item.
<p>Event Leadership</p> <p>This competency focuses on the ability to build, lead and influence robust, high performing teams; managing conflict and striving to achieve the organisation’s goals.</p>	Choose an item.	Choose an item.	Yes

I have received a copy of the Job Description and have read, understand and accept its contents.

Position Holder Name: (please print) _____

Signature: _____ Date: ___ / ___ / ___

Manager’s Name: (please print) _____

Signature: _____ Date: ___ / ___ / ___

Please both sign, retain a copy, and forward signed original to Recruitment

Important note: *This job description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of the Corporation.*