

2025 Australian Masters Games

Position Description

Position title	Sport and Operations Manager
Location	Canberra
Status	15 Month Contract FT
Reporting to	General Manager – Australian Masters Games
Number of reports	Sport Coordinators x 1 Warehouse & Logistics Coordinator Interns/volunteers
Key focus areas	Sport and Operations
Employment conditions	Due to the nature of the role, out of hours and weekend work will be required, especially during event delivery periods

About the Games

During 15 - 23 October 2025, Australia's premier multi-sports festival, the Australian Masters Games (AMG) will be held in Canberra. The Games are expected to attract up to 7,500 participants and accompanying persons across a targeted sport program of 50+ sports.

Purpose of the Role

The Sport and Operations Manager will be responsible for the day-to-day management, planning for the delivery of the sport program within the Games in conjunction with the AGM GM. The major focus of this role is to oversee the delivery of the AMG sport program and lead and support the Sport Coordinator and Warehouse & Logistics Coordinator to fulfill their contractual agreements with the Australian Masters Games and coordinate the sporting events during the Games.

This role will also be responsible for planning and delivering operations and logistics support services for the AMG.

Duties

1. In conjunction with AGM GM, allocate sports to the Sports & Operations team and facilitate the introductions and positive relationship building between SSO/NSO sport convenors and AMG sport coordinators.
2. Oversee the regular liaison with allocated sports to ensure the critical task deadlines are met and ensure each sport has a sport convenor and organising committee tasked with delivering their sport competition to a high standard.
3. Provide assistance when needed to ensure sports achieve targeted goals and outcomes.
4. Assist and provide advice in the monitoring and reviewing of sports/activities planning. Including but not limited to: committees, budgets, venues, sponsorship, registrations, risk management, volunteers, officials, media, marketing, and merchandise.

5. In partnership with the Sport Medicine Services provider coordinate and deliver the Sports Medicine Services program.
6. Complete venue audits of relevant Games sports sites and competition venues.
7. Maintain relevant sport information pages on the Games website.
8. In collaboration with the General Manager - Marketing and Communications, work with the sports to implement their sport specific marketing plans and monitor their deliverables around key campaign phases.
9. Coordinate results entry at Games time for allocated sports.
10. Manage communications, risk and emergency planning for the Games.
11. Oversee the planning and delivery of operations and logistics support services for all sport and Games venues as required.
12. Oversee the planning and management of participant transport services (as required).
13. Oversee the production, storage, packing and distribution of Games participant kits, volunteer uniforms, medals, podiums and signage.
14. In conjunction with AGM GM, oversee the safe operation of the Games Logistics Centre.
15. Assist in the planning and management of the design, bump in, operation and bump out of the Games Village (including the Games Accreditation Centre).
16. In conjunction with the General Manager - Marketing and Communications, oversee the production of all operations related information for marketing and communications purposes.
17. Train, lead and manage sport, administration, registration and operations staff as well as interns/volunteers to achieve Games and operations objectives.
18. Ensure all operations and logistics activities comply with relevant acts, regulations, legal demands, professional and ethical standards.
19. Provide input for the final report following the completion of the Games.
20. Assist with the relationship between AMG and Fusesport registration system, as well as assisting the implementation of the system to meet all registration deadline targets.
21. Maintain and regularly update AMG sports administration files on SharePoint in an efficient and logical manner.
22. Other duties as required.

Selection Criteria

1. Sound financial management skills and experience in negotiating favourable agreements with stakeholders and ensuring quality and on-time services are provided.
2. Demonstrated ability in coordinating multiple projects simultaneously and ensuring that tasks are completed on time.
3. Proven ability in establishing and maintaining professional relationships with key stakeholders.
4. Understanding of and experience in implementing safe work practices and procedures in a dynamic environment.
5. Demonstrated ability to lead and coordinate a team to ensure operational outcomes are met.

Key Competencies Required

- **Planning and Organising** – Ability to prioritise tasks to meet daily, weekly and project targets. Organisational skills to arrange, develop and achieve outcomes within resource constraints.
- **Communication Skills** – Demonstrated high level written and oral communication skills. Ability to effectively communicate at all levels and across all demographics.
- **Relationship Management** – Ability to foster effective working relationships with key stakeholders and leverage them to achieve positive outcomes.

- **Integrity** – Maintain legal, social and organisational standards and values. Honour your commitments and take responsibility for your actions.
- **Flexibility and Resilience** – Ability to deal calmly and consistently with demanding responsibilities and conflicting priorities from a range of customers and staff utilising standard negotiation and conflict resolution techniques.
- **Work Practice** – Ability to work independently as well as in a project team. Being reliable and showing/taking initiative to positively influence the project. Having an outcomes focus.

Qualifications and Experience Desired

- Tertiary qualifications in Event or Sport Management are desirable but not essential.
- Experience in a multi-sport, major event, National or State sporting body environment.
- Experience in operations and logistics in the sport/event management industry.

Additional Information

- This is a contract position, commencing in September 2024 and concluding in November 2025.
- This position is advertised as a full-time role.
- All applicants must have the right and where required appropriate Visa to work in Australia for the duration of the contract period.
- The Games office will be established in Canberra.
- The event industry has varied working hours, initially days will consist of regular business hours of Monday to Friday. As the event date draws closer and the workload increases, additional working hours will be expected, including some evenings or weekends. During the event you will be expected to work extended hours.
- All candidates should note that whilst the AMG is a modern and proactive employer, it is expected that the successful candidate will complete their duties primarily from the Games location. Any commute from the successful candidate's living location to the office site should be considered by the candidate regarding this role, especially when considering the Games-time period in October of 2025, when extended operating hours will occur.
- This is not a Government position; the employer is UniSport Australia which manages the Australian Masters Games.

Further Information

Paul Bruce
Left Field Sports
paul@leftfieldsports.com.au