



## Job Description

Job title: Beach Volleyball Services 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

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## 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.

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## Job Purpose

- The Sport Services Manager is responsible for assisting with the validation of entries for the sport prior to the Games, and managing the distribution of sport information including schedules and results to Athletes & Team Officials and other stakeholders at Games Time as required.
  - The Sport Services 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:

- Assist in the validation of entries information and team lists prior to the Games.
- Assist in the generation and implementation of information collection processes prior to the Games.
- Manage the operation of the Sport Information Desk in the competition venue and Athlete Village at Games Time.
- Manage the distribution of schedules, results and other sport information to Athletes & Team Officials and other stakeholders at Games Time as required.
- Sort and distribute all Sport publications (notably competition forms) to applicable locations in the competition venue and/or the Sport Information Centre in the Athlete Village.
- Organise and provide administrative support to deliver the team Preliminary Inquiries and the General Technical Meeting.

### 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.

<b>Qualifications</b>		<b>Critical</b>	<b>Desirable</b>
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.
<b>Experience</b>			
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
<b>Job Specific Competency</b>			
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	
<b>GOLDOC Competency Library</b>			
<b>Competency Description</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
<b>Accountability</b> 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.
<b>Results Orientation</b> 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><b>Client Focused</b></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><b>Planning and Organising</b></p> <p>This competency focuses on the ability to effectively plan, organise work and set priorities for self and others.</p>	Choose an item.	Yes	Choose an item.
<p><b>Team Work and Team Building</b></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.	Yes	Choose an item.
<p><b>Decision Making and Problem Solving</b></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><b>Event Leadership</b></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.	Yes	Choose an item.

*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.*