



Position:	Event Manager
Department:	Venue Operations
Manager:	General Manager Venue and Operations
Direct Reports:	3
Role Purpose:	To lead the planning and delivery of world class events and operations for all Cricket, AFL and special events taking place for Cricket Tasmania at Blundstone Arena – Bellerive and other sites, and achieve pre-determined objectives, timelines and budgets.
Document Date:	January 2019

Key Responsibilities

Leadership

- Contribute to the leadership and strategic direction of the Venue & Operations team
- In consultation with the General Manager Venue & Operations, develop and execute an Event and Operations annual plan to provide leadership and direction to the Event and Operations team
- Lead and support individuals to achieve their potential in line with the CT performance approach
- Monitor team performance by providing timely and constructive feedback and facilitating employee development.
- Role model behaviours aligned to the AC How We Play Behaviours
- Actively manage underperformance where required.

Event Operations

- Ensure all events held are conducted in an organized, efficient and professional manner, including contractor management.
- Support the effective management of the Bellerive Oval transport plan
- Support the effective management of the Security deployment plan for events at Blundstone Arena
- Oversee the venue and event accreditation program for events at Blundstone Arena
- Oversee the efficient and cost effective management of labor, materials and products for all events for the benefit of Cricket Tasmania and event attendees.
- Assist in the management of Workplace Health and Safety at Blundstone Arena – Bellerive, by identifying, assessing and reducing risk as far as practical, ensuring all legislative requirements are met

Match and Event Presentation

- Collaborate with the relevant stakeholders to develop an Events strategy that supports the delivery of CT's broader strategic objectives

- Lead and manage Cricket Tasmania’s (CT) Events & Operations Team to deliver:
 - Event Operations and Event Management at all Cricket Events (International and Domestic Cricket including BBL / WBBL and any other State affiliated matches).
 - Event Presentation (International and Domestic Cricket including BBL / WBBL and any other State affiliated matches).
 - Match and Training Operations (International and Domestic Cricket including BBL / WBBL and any other State affiliated matches).
 - Event Operations at AFL Events (NMFC and any other State matches).
 - Event Coordination at AFL Events (CDFC and AFL Tas Local Football).
 - Event Operations at any Other Events as instructed by GM Venue & Operations.
 - Special Events (CT official hospitality activation and all other CT special events including season launch, Cricket Tasmania Awards night et al).
- Create and drive a culture of continuous improvement across operations and event delivery, cost management, process design and compliance
- Oversee the development and implementation of policies and processes for all events (match and special events) delivery across the CT portfolio.
- Liaise with CA, BBL and CT stakeholders to determine exact scope of hosting responsibilities and all associated CT scheduling responsibilities.
- Accountable for developing, monitoring, reporting and reconciling the Match Operations and Events Budgets including travel, accommodation, equipment expenditure, event costs and match costs.
- Ensure operational readiness of all allocated venues.
- Ensure compliance with contractual obligations including any CA SLA, MOUs or other contractual arrangements.

Other

Any other reasonable duties as directed by the General Manager Venue Operations from time to time.

Key Stakeholders

- Chief Executive
- CT Executive team
- Venue & Operations Department
- Other Cricket Tasmania Employees
- Clubs
- Players
- Casual employees and volunteers
- Match officials
- Fans
- External Vendors

Child Protection

It is your duty to comply with Cricket Tasmania Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special

care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Governance

Cricket Tasmania is committed to managing risk in accordance with the processes established under its Risk Management Framework. To deliver on this commitment, you are required to be responsible and accountable for managing risk in so far as is reasonably practicable within your area of responsibility. You must at all times support the development, implementation and review of risk control and mitigation strategies and otherwise act in accordance with Cricket Tasmania’s Risk Appetite level, as determined by the Board.

Duties under Workplace Health and Safety Requirements

It’s your duty to comply with the Cricket Tasmania policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers in relation to health and safety issues at work. This means participating in workplace health and safety training and consultation, cooperating with Cricket Tasmania as required ensuring compliance with the law and reporting any incidents, hazards and near misses.

People & Culture

- Adopt a holistic view to the on-going success of Cricket Tasmania and achievement of strategic objectives
- Promote and strive for the desired culture, values and behaviours amongst Cricket Tasmania employees and related groups
- Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs
- Ensure adherence to the policies and procedures put in place by Cricket Tasmania, including but not limited to Workplace Health and Safety, Human Resources and Finance
- Ensure all relevant safety standards are maintained

How We Play – Key Behaviour Indicators



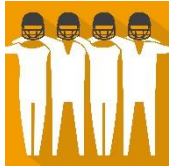
BE REAL
WE’RE REAL ABOUT CRICKET’S FUTURE
Show respect, talk straight.
Never be afraid to challenge or be challenged.



SMASH THE BOUNDARIES
GO FOR IT...CHANGE THE WORLD
Innovate. Be comfortable being uncomfortable.
Challenge the status quo without fear of failure.



MAKE EVERY BALL COUNT
BE RELENTLESS... PLAY TO WIN
Do what you say. Deliver.
Make Decisions.



STRONGER TOGETHER

GO FURTHER... COLLABORATE.

Embrace diversity. Listen. Customer's voice 1st.

Do what's best for cricket.

Key Position Requirements

Essential

- Minimum 5 years' experience in events management, ideally in a leadership capacity
- Significant experience in the delivery of major events (Experience in the delivery of W/BBL and/or first class cricket preferred)
- Extensive understanding of Cricket Operations
- Experience and knowledge in audio visual and event excitement techniques and delivery
- Demonstrated influencing and negotiation skills
- Proven ability to manage budgets in a dynamic environment
- Strong organisational and time management skills
- Excellent computer skills in Microsoft Office
- Exceptional written and oral communication skills with a variety of stakeholder groups
- Demonstrated creativity and innovation in similar roles
- Ability to make effective and timely decisions
- Strong problem solving skills and flexibility to adapt to changing circumstances

Desired Skills and Attributes

- Understanding of first class cricket and match operations
- Understanding of cricket stakeholders and their needs within Match and Event operations
- Experience in running major events within sport stadiums
- Experience in running international events

Qualifications (if required)

- Relevant tertiary qualifications will be considered highly desirable

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.