

**(RESCUE 2012) EVENTS LOGISTICS COORDINATOR  
[ELC]**

**REPORT TO:** Event Manager (EM)

**PURPOSE:**

The ELC is primarily responsible for the preparation and implementation of logistics for Rescue 2012 which will be held in Adelaide from the 6-18 November, 2012.

**RESPONSIBILITIES/KPI's:**

**1. Logistics Management**

- Ensure the effective delivery of event operations for the Rescue 2012 World Championships
- Coordinate contractor and tender purchasing for the event
- Coordinate site planning for the event at each of the locations
- Continuously monitor / evaluate the financial parameters and expenditure of projects
- Coordinate the development and implementation of bump in / bump out schedules and relevant timelines
- Manage council applications for the event
- Co-ordinate gear and equipment requirements
- Effective development and implementation of the event project plan

**2. Relationship Management**

- Effectively manage the relationship between SLSA and the 3 main Councils. City of Okaparinga, City of Marion and City of Holdfast Bay
- Effectively manage all event contractors
- Ensure all relevant representatives are engaged in the development of event sites
- Effectively manage communication with the Surf clubs involved in the delivery of the event requirements
- First Aid Liaison
- IRB Liaison for event water safety
- Manage the relationship between SLS SA and SLSA in delivering event requirements

**3. General**

- Ensure compliance with ILS policies and procedures.
- Submit reports on work activities in a timely and professional manner.
- Carry out special projects as determined by the Event Manager
- Develop a cooperative working relationship with all Surf Life Saving South Australia staff

### **SKILLS & ATTRIBUTES**

- An understanding and working knowledge of Surf Sports activities and procedures, or the procedures of a related organisation.
- Knowledge and skills in the area of logistics and project management.
- An understanding or the ability to gain an understanding of the work and issues affecting Surf Sports on a National and International level.
- Good oral and written communication skills, together with developed networking, negotiation and consultation skills.
- Analytical and decision making skills
- Excellent time management skills and budget accountability.
- Good competency level of MS Office skills (Word, Excel, PowerPoint, Access).
- Well developed interpersonal skills.
- Demonstrated ability to meet deadlines in a challenging work environment and show initiative
- Experience in volunteer or sports administration
- Experience in planning, coordinating and executing multiple events.
- Experience in working in a group and team environment is highly desirable.

### **QUALIFICATIONS**

- It is desirable that the position holder possess a tertiary qualification in the area of event management, project management or sports administration.

The holder of this position is a member of the SLSA National Office, however will be based at Surf Life Saving South Australia for the period of this agreement.