



Stadium Supervisor Position Description

Position Title:	Stadium Supervisor
Location:	Jubilee Park Stadium, 83r/85 Hillcrest Rd, Frankston VIC 3199
Reports to:	Direct: Operations Manager Indirect: Competitions Coordinator
Type of employment:	Casual/Permanent Part Time - Negotiable
Hours:	Consistent days and hours are available for suitable candidates. Days/Hours range include; Evenings (Mon-Fri 5:00pm - 11:00pm) Weekends (Sat 7:00am - 9:00pm, Sun 9:00am - 9:00pm)
Pre-amble	<p>The new Jubilee Park Stadium (JPS) is a \$35M multi-sport facility. Encompassing 6x indoor netball/basketball courts, 4x indoor cricket nets, 13x outdoor netball courts, state of the art change rooms and function spaces, the JPS services multiple sports and community groups across the Frankston region.</p> <p>The Frankston District Netball Association (FDNA) is the management body of the Jubilee Park Stadium.</p> <p>FDNA currently provides netball competitions and programs for 2500+ participants. With an intent to grow our community, there is a vision to expand competitions and programs across netball and other sports.</p> <p>Part of the FDNA Operations team, the Venue Stadium Supervisor(s) will lead the safe management of the JPS for competition and event use.</p>
Roles and Responsibilities:	<p>Leading a small team of Customer Service Officers, the Stadium Supervisor will be responsible for;</p> <p>Safety and Venue Operations</p> <ul style="list-style-type: none"> • Ensuring safe provision and use of Jubilee Park sport and meeting facilities. • Implementation and application of Risk Mitigation Strategies • Applying Emergency & Evacuation procedures • Provision of first aid to venue users. • Contribution to ongoing review of FDNA and Venue Risk Management Plan including Risk Register • Oversee venue set up, pack down and change overs for user groups <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Foster a positive and inclusive community environment for all patrons including but not limited to; <ul style="list-style-type: none"> ○ Netball ○ Other sporting user groups (Basketball, Volleyball, Cricket, etc) ○ Function Space Users ○ Corporate Function Attendees • Management of spectator behavior

	<ul style="list-style-type: none"> • Dispute Management • Ensure adherence to venue and FDNA Codes of Behavior/Conduct • Provide direction to venue security (if applicable) <p>Competition Support</p> <ul style="list-style-type: none"> • In support of Customer Service Officer(s), provide occasional support and advice to teams relating to competition policies • Oversee collection of match/court fees • Liaise with Competitions Supervisor in relation to fixture and related competition matters <p>Other / In Conjunction With FDNA</p> <ul style="list-style-type: none"> • Shift reports, identifying positives, concerns, trends – contributing to future positive and safe running of the facility.
Knowledge & Skills:	<ul style="list-style-type: none"> • A minimum 2 years' experience in stadium supervision in similar leisure facility • Highly developed communication skills with a tendency for positive influencing and negotiating win-win outcomes • Sound knowledge of health and safety practices • Experience in operational and people management with successful outcomes • Ability to set priorities, plan work programs, meet deadlines and manage time effectively. • Knowledge and understanding (or willingness to develop) of FDNA competition policies. • Awareness of and willingness to adhere to Netball Victoria and Netball Australia's Policies. • Proficient in Microsoft office and Perfect Gym.
Qualifications:	<ul style="list-style-type: none"> • Advanced First Aid (HLT0011) • Willingness to undergo National Police Check • Working with Children Check • Legal working rights in Australia • RSA desirable
Notes:	<p>Jubilee Park Stadium will operate a variety of hours across all seven days of the week</p> <p>We are seeking to appoint multiple Stadium Supervisors to share management of venue operations during operating times.</p>