



Facilities Supervisor(s)

Job Description

Location: Acton, Canberra

Reports to: Facilities Manager

Hours: afternoons and evenings (Mon-Fri)

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. ANU Sport is a UniSport Australia and Elite Athlete Friendly University member institution and the ANU is a member of the Group of 8, Australia's eight leading universities.

We exist to facilitate connections within the campus community through health, well-being and sport. Our aim is to enhance and grow the opportunities for students and the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles. ANU Sport is responsible for the operation and management of the ANU Sport Fitness Centre and all the University sport and recreation facilities, along with supporting over 30 sport and recreation clubs and delivering social and competitive sporting programs.

About the role:

The Facilities Supervisor(s) at ANU Sport is responsible for overseeing the safe, efficient, and effective use of all ANU Sport facilities and grounds. This role includes managing facility usage, innovative problem-solving, and ensuring a safe environment for patrons. The Facility Supervisor(s) will be the contact point for patron's using ANU Sport facilities on a day-to-day basis. The Facility Supervisor(s) will also support front-line staff and assist to report maintenance needs and incidents.

Key Responsibilities:

1. Supervision of Facility and Grounds Use

- Monitor and oversee the proper and safe use of ANU Sport's facilities and grounds by the ANU students, ANU Sport affiliated clubs and commercial hirers.
- Conduct regular checks of facilities to ensure cleanliness and adherence to safety protocols, operational guidelines and facility hire guidelines.
- Make clear and concise decisions surrounding facility use, in alignment with ANU Sport policies and procedures.
- Enforce ANU Sport policies and procedures.
- Actively engage with ANU Sports community with a particular focus on ANU Sport clubs and commercial hire stakeholders.

2. Maintenance



- Identify, document, and report maintenance needs and repairs to ensure facilities remain in excellent working order.
- Coordinate with the maintenance team to address issues promptly.

3. Incident Management and Reporting

- Record and report all incidents, injury, accidents, misconduct, and near-misses associated with the facilities and grounds.

4. Logistics and Facility Bookings Support

- Support the Client Service team for facility set ups. By ensuring equipment and space setups meet the needs of bookings and are prepared in a timely manner.
- Enhance booking efficiencies as necessitates.
- Assist front-line staff with their roles as required, providing guidance and support to maintain a high standard of service.

About you:

Our ideal candidate is highly energetic and passionate about sport and physical activity. You are someone who wants to work with good people and make a difference. You have experience in coordinating multi-use and high traffic venues and a desire to bring that knowledge to bear on a new challenge.

Mandatory:

- Current First aid Certificate
- Current Working with Vulnerable People Check (employee with ANU Sport listed as an employer)
- Proven ability to prioritise tasks in a fast-paced environment
- Proven capacity to manage multiple responsibilities
- Proven capacity to problem solve and think critically
- Proven capacity to work & communicate effectively with a diverse range of stakeholders
- Proven ability to show initiative and exercise judgement in high pressure situations
- Understanding of WHS legislative requirements, and ability to identify and eliminate risk

Desirable Qualification and Skills:

- Fire Warden Training and / or Experience
- Strong understanding of safety protocols and emergency responding
- Drivers Licence (preferably manual)