

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Facilities Coordinator
POSITION NUMBER	4G064
LOCATION	Sleeman Sports Complex
REPORTS TO	Facilities Manager, Sleeman Sports Complex
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement AO3
CONTACT INFORMATION	Kent Pepping – Assistant Facilities Manager, Sleeman Sports Complex Phone: 3131 9643 Email: Kent.Pepping@sleemansports.com.au
VACANCY REFERENCE #	SQ30/25
CLOSING DATE	Sunday, 27 July 2025

THE POSITION

The position is responsible for providing administrative and operational support to the Facilities Team, SSC in the delivery of the maintenance, capital and asset management programs.

WORK ENVIRONMENT

SSC is a multi-purpose sporting venue that has world-class facilities that support high performance success, pathway development and all levels of competition whilst enabling and promoting an active community.

The position reports to the Assistant Facilities Manager, SSC and works closely with contractors, tenants, hirers and Stadiums Queensland's (SQ) Asset and Facilities Group

The position assists with the day-to-day coordination of SQ trades and maintenance staff working at SSC and other contractors and trades persons working at the venue.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Provide quality and timely administrative support to the Facilities Team including preparing reports, tenders, scope of works, offer analysis documentation and general correspondence, reviewing and updating policies and procedures, and records management.
- Coordinate and administer the management of SSC's assets including registering, transferring and disposing of assets and conducting periodical stocktakes.

- Assist with the delivery of SSC's maintenance and capital works programs including budget development, developing scope of works, procurement, and administering Stadiums Queensland's asset management system (Tech One) to raise and close out work orders, attach service sheets, register assets and update maintenance schedules.
- Facilitate contractor inductions, site access, permits, receipt of contractor risk assessments and general contractor supervision.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Minimum 2 years' experience providing facilities management, operational or administrative support
- Administrative experience, computer literacy and the ability to work within tight deadlines and prioritise large volumes of tasks
- Ability to acquire Working with Children Check – Blue Card (if requested)

KNOWLEDGE, SKILLS AND EXPERIENCE

DESIRABLE

- Experience working at a multi-purpose venue in a facility or operations capacity.
- Well-developed computer skills and ability to use computer software and systems including Tech One Asset Management and Financial Software.
- High-level communication, negotiation, interpersonal and networking skills.
- Well-developed planning, scheduling and organisational skills.
- Ability to make quick decisions.
- Project planning and event administration skills.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.
- Knowledge of Workplace Health and Safety legislation



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Sleeman Sports Complex, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.

ORGANISATIONAL STRUCTURE

