

# Role Statement

## Venue Assistant (Casual)

Classification Level:	GSE2	Agency:	Office for Recreation, Sport and Racing
Position Number:	P16187	Division:	Infrastructure and Planning
Direct Reports:	0	Business Unit:	Venue Operations
ANZSCO Code:	8999	Reports to:	Venues Coordinator
Date Updated:	Jul 2025	Location:	Mile End

### Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead agency for the Government's policy on sport and active recreation. ORSR is responsible for State Government policy and legislation as it relates to the sector, its key programs, sport and recreation infrastructure and funding programs. The ORSR supports sport and recreation organisations, councils and the community through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and programs, and the promotion of physical activity.

### Division

The **Infrastructure and Planning** division provides a strategic and integrated approach towards the development and delivery of recreation and sport infrastructure and works to build diversity, strength, capacity and sustainability with industry clients and the community. The division is responsible for a number of the State's key sporting assets, including major sporting venues such as the South Australian Sports Institute, Mile End Sports Complex, SA Athletics Stadium and Adelaide Super-Drome. It undertakes development planning, construction, project management, facilities management, and recreation trails development and management.

### Role Overview

The Venue Assistant reports to the Venues Coordinator and receives general direction and instruction from the Venue Operations Officers. The role contributes to the effective operation and maintenance of various ORSR managed sporting venues ensuring the success of sporting events and functions hosted at the venues.

This position is responsible for the delivery of stadium maintenance, event management and administrative support to the Venue Operations Team and the provision of quality customer service including contributing to



and maintaining effective and positive relationships with service providers, operational staff, event stakeholders, state sporting organisations and national/international teams and clubs.  
The role requires some lifting and movement of equipment as part of event day management onsite.

## Key Outcomes of the Role

The Venues Assistant is required to undertake a wide range of activities including:

- The set up and pack up of equipment before and after events.
- Effective communication with hirers to ensure events are well planned and run smoothly.
- Proactively identify and address issues that arise during events.
- Provision of quality customer service to stakeholders, hirers and patrons at ORSR venues and events.
- Perform tasks in line with the relevant policies and procedures.

## Special Conditions and Essential Requirements

- This role has been classified as a position of trust, and a 'prescribed position' under the *Child Safety (Prohibited Persons) Act 2016*. The incumbent is subject to a satisfactory Department of Human Services Working With Children Check (WWCC) in line with departmental criminal history screening policies and procedures.
- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the public sector following any periods of casual employment within the Agency.
- Employment conditions will be governed by the relevant Weekly Paid Award.

## Qualifications / Licences

### Essential

Current driver's licence

### Desirable

Senior First Aid Certificate

## Person Capabilities

- Effective customer service skills.
- Experience in working independently, under general direction, with the ability to operate a range of basic equipment and machinery relevant to the assigned duties.



- Effective communication skills, including an ability to work well within a team environment.
- Work effectively and collaboratively in a high-paced environment.
- Exercise initiative and sound judgement.
- Comply with Work Health and Safety policies, procedures and practices.

### Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997.
- Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

Name

Signature

Date:            /            /

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