



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Directorate:** Economic Development  
Directorate

**Business Unit:** Venues Canberra

**Position Title:** Venues Canberra Operations  
and Administrative Assistant

**Position Number:** CO9787

**Classification:** AS03

**Location:** GIO Stadium, Manuka Oval, and  
Exhibition Park in Canberra (EPIC)

**Last Reviewed:** July 2026

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

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The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

The Division is made up of the following business areas:

- Business and innovation
- Skills, Vocational Education and Training, and Tertiary Education
- Arts and culture
- Tourism and Major events
- Sport and recreation
- Major venues

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

## **BUSINESS UNIT OVERVIEW**

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Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event, and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

## **POSITION OVERVIEW**

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The Venues Canberra Operations and Administrative Assistant provides administrative and operational support to the Venue Managers and operations teams at Manuka Oval, GIO Stadium and Exhibition Park in Canberra. The position assists in the delivery and planning of events and functions held at the venues along with the operational, administrative and compliance requirements. Stakeholder engagement and high-quality customer service and resolution of queries often form part of daily duties. Applicants can be considered for administrative duties only, operational duties only or both.

## **DUTIES / RESPONSIBILITIES**

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1. Assist in the preparation and operations of Venues Canberra venues for events and functions as guided.
2. Assist in the coordination of external stakeholders and equipment for the conduct of events and functions as instructed.
3. Undertake a range of event operational requirements, including furniture and equipment hire/placement, event signage, and staging.
4. Undertake a range of administrative tasks, including the answering of phones, record keeping, and preparation of written documents such as event briefs and, operational plans.
5. Provide assistance to the venue facilities team as required. This includes waste, cleaning, maintenance, and grounds requirements and engagement of contractors.
6. Undertake checks and tasks associated with event management, facility management and contractor support to ensure facilities are safe and effective.
7. Assist with pre, post and event check lists and documentation.
8. Assist in the implementation of Workplace Health and Safety (WHS) requirements at all venues.
9. Assist the Venues Canberra Venue Managers with other operational and administrative tasks as guided.

10. Duties may include after hours and weekend work

## **WHAT YOU REQUIRE**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### **Professional / Technical Skills and Knowledge**

1. Previous experience assisting with the delivery of events and / or functions including administrative and operational tasks in medium to large venues;
2. Knowledge and experience using the Microsoft suite of products
3. A baseline understanding of implementing risk management and workplace health and safety systems

### **Behavioural Capabilities**

1. Excellent communication, customer service and interpersonal skills, with a demonstrated ability to work collaboratively with a variety of stakeholders.
2. Ability to work autonomously and as part of a team, in accordance with agreed time frames, show initiative and prioritize tasks.
3. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

### **Compliance Requirements / Qualifications**

- C Class Driver's License (essential).
- First Aid certification or the ability to obtain first aid certification
- Operational - Forklift License or ability to obtain a forklift licence (desirable).
- Operational - White card, working at heights, asbestos awareness certificates or ability to obtain (desirable)
- Operational duties can be hands on and includes manual handling tasks requiring a good level of physical fitness.
- This role is required to perform regular after hours, public holidays and weekend work in support of booked events.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Operations Assistant (position number CO9787) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE              | FREQUENCY    |
|-----------------------------|--------------|
| Telephone use               | Frequently   |
| General computer use        | Frequently   |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based  | Occasionally |
| Sitting at a desk           | Occasionally |
| Standing for long periods   | Occasionally |
| Designated workstation      | Occasionally |

| STANDARD HOURS                                                                             | FREQUENCY    |
|--------------------------------------------------------------------------------------------|--------------|
| Flexible working hours (access to flex time)                                               | Never        |
| Fixed or specified start/finish times                                                      | Frequently   |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's)                                                         | Never        |
| Peaks and troughs                                                                          | Frequently   |
| Frequent overtime                                                                          | Frequently   |
| Rostered shift work                                                                        | Frequently   |

| SOCIAL DEMANDS                                              | FREQUENCY    |
|-------------------------------------------------------------|--------------|
| Work with others towards shared goals in a team environment | Frequently   |
| Work in isolation from other staff (remote supervision)     | Occasionally |
| Working in a call centre environment                        | Never        |
| Working directly with the public                            | Frequently   |

| PHYSICAL DEMANDS                                             | FREQUENCY  |
|--------------------------------------------------------------|------------|
| Distance walking (large buildings or inter-building transit) | Frequently |
| Working outdoors                                             | Frequently |

| MANUAL HANDLING   | FREQUENCY  |
|-------------------|------------|
| Lifting 0 – 5kg   | Frequently |
| Lifting 5 – 10kg  | Frequently |
| Lifting 10kg+     | Frequently |
| Climbing          | Frequently |
| Reaching          | Frequently |
| Bending/squatting | Frequently |
| Push/pull         | Frequently |

|                                                           |            |
|-----------------------------------------------------------|------------|
| Sequential repetitive movements in a short amount of time | Frequently |
|-----------------------------------------------------------|------------|

| TRAVEL                                | FREQUENCY    |
|---------------------------------------|--------------|
| Frequent travel – multiple work sites | Frequently   |
| Frequent travel – driving             | Occasionally |
| Frequent travel – interstate          | Never        |

| SPECIFIC HAZARDS                                  | FREQUENCY    |
|---------------------------------------------------|--------------|
| Working at heights                                | Occasionally |
| Exposure to extreme temperatures                  | Occasionally |
| Operation of heavy machinery e.g., forklift       | Occasionally |
| Confined spaces                                   | Never        |
| Excessive noise                                   | Frequently   |
| Low lighting                                      | Frequently   |
| Handling of dangerous goods/equipment             | Occasionally |
| Working with asbestos                             | Never        |
| Potential to encounter agitated customers         | Occasionally |
| Exposure to potentially distressing case material | Occasionally |

| OTHER                                        | FREQUENCY  |
|----------------------------------------------|------------|
| Uniform required                             | Frequently |
| Personal Protective Equipment (PPE) required | Frequently |