

Job Description

Operations Executive



JOB DESCRIPTION	
Job Title	Operations Executive
Base Location	Bridgend/Swansea with regular travel between sites
Hours of work	37.5 per week. This role is required to work flexibly including match day weekends/evenings and to support a variety of Ospreys events.
Reports to	Operations Manager
Contractual Status	Fixed Term Contract/Secondment Opportunity
Role Summary	To work as a key part of the Operations team to ensure the smooth operation of the rugby stadium facilities, match days and event planning and execution.
Key Relationships	- Ospreys staff, management and players - Key stakeholders internal and external - Commercial Partners
Key Responsibilities, Tasks and Activities	Match Planning and Event Day - Work with the Operations Manager to support the design, planning and delivery of the match event plan that meets expectations and requirements of all stakeholders including the Rugby Department. - Support the Operations Manager in delivery of the match day briefing preparation and delivery - Support the Operations Manager in the management of/liaison with the following key contractors/stakeholders - URC and EPCR - Broadcasters - Contractors eg: electrical, crowd and player medical, LED, big screen, catering - Safety and Security contractors - Hawkeye representatives - Away team - Match officials - Manage the event travel plan - Ensure car parks management is effective - Manage accreditation system - Deal with match day issues and queries promptly, escalating where appropriate Stadium Facility Management - Support the Operations Manager in the management of/liaison with the following key contractors/stakeholders: - Safety Advisory Group - Local Council - Maintenance contractors - Cleaning contractors - Toilets providers - Mechanical and Electrical contractors - Grounds keeper - IT providers - Support the Operations Manager in the management of Health and Safety

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	requirements including Safety Certificate Compliance • Act as a key stadium contact and key holder, working with the Operations Manager to ensure the stadium is secure, opened up and locked down appropriately. • Support the Operations Manager as required to ensure the smooth operation of the Brewery Field and St Helen's stadiums, and the Llandarcy Training Centre.

PERSON SPECIFICATION	
Experience	• Previous experience in stadium, event or venue operations • Knowledge of Health and Safety regulations
Skills & Qualifications	• Excellent communication and teamwork abilities • Strong self-awareness and the ability to work with discretion in a professional sport environment • Organisation, planning and attention to detail • Problem solving and adaptability • Able to work under pressure in a fast paced environment • Proficient in Microsoft Office products