



ROLES AND RESPONSIBILITIES - MONASH UNIVERSITY APPROVED SPORTING EVENTS

University Senior Manager (USM)

Role

The University Senior Manager (USM) is the Chef de Mission at all University sanctioned sporting events (including Australian University Sport (AUS) sanctioned events) where more than 51 competitors from Monash University are participating in the event.

Responsibilities

As Monash University **Chef De Mission, the USM** assumes control of the management of the Monash University Team, provides leadership and ensures efficient organisation and appropriate conduct of the Team.

The USM is the **University senior liaison** and principal spokesperson with the event owner (eg, Australian University Sport) on matters pertaining to individual and team conduct, discipline and major/extreme incidents as identified through the 2016 Team MONASH Sporting Events Risk Assessment Plan.

The USM is the University representative at all official event meetings and functions.

The USM has **Head of Administrative Unit** responsibility for ensuring that all OHS Risks associated with the activities for an event are identified and managed effectively.

The USM has **the delegated authority** of the University to apply any necessary disciplinary actions during the event as outlined under the University Student Discipline Guidelines 2015.

The USM will be in attendance at an event from an agreed time prior to the Opening ceremony and after the Closing ceremony.

USM responsibilities apply from the time of appointment until the agreed actions arising from the post event After Action Review are concluded to the satisfaction of the University.

USM Qualifications

A senior manager within the University's Campus Community Division, with at least four years' experience in leading, managing and/or organising teams at an AUG or higher level event. The USM will usually be the Director, Team MONASH.

Appointment

The Executive Director Campus Community Division appoints the USM at the beginning of each University year.

Accountability

The USM reports to the Executive Director Campus Community Division.