

## POSITION DESCRIPTION

Overview	
<b>Title</b>	Manager – Medical Operations
<b>Department</b>	AFC Women's Asian Cup 2026 LOC Office
<b>Location</b>	Sydney (Head Office) / NSW
<b>Reports To</b>	Direct: General Manager – Competition Indirect: Tournament Director
<b>Work Type</b>	Full-Time Fixed Term Contract

Accountability	
<b>Number of direct reports</b>	3
<b>Number of indirect reports</b>	TBC
<b>Budget responsibility in \$</b> <i>(State whether prime, shared or contributory responsibility)</i>	TBC

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> <li>1. <b>Inclusive</b></li> <li>2. <b>United</b></li> <li>3. <b>Trust</b></li> <li>4. <b>Excellence</b></li> <li>5. <b>Agility</b></li> </ol>

## Background & Purpose of the Role

The Manager – Medical Operations, is responsible for managing the AFC Women's Asian Cup 2026 medical services and doping control program, in accordance with AFC requirements and other regulations.

Reporting into the GM – Competition, the role will coordinate between the AFC Sports Medicine Unit, the Local Organising Committee (LOC) and medical service providers to oversee and ensure the smooth delivery and execution of LOC medical services during the AFC Women's Asian Cup 2026.

This is a **fixed term contract-based role** ideal for a dynamic and experienced medical professional, who is a strategic thinker with exceptional time management, prioritisation and communication skills, and a proven track record working in sport and large-scale temporary events.

## Role Responsibilities

- Provide technical advice and support to the GM – Competition in developing the Medical Operations Plan for the tournament.
- Oversee the planning and execution of the Medical and Anti-Doping program across the tournament.
- Deliver the Tournament Medical Services Directory.
- Recruit, train and manage deployment plan for the LOC Medical operations team (paid, contractor and volunteer).
- Responsible for ensuring all medical facilities, equipment and consumables are scoped and delivered to venues.
- Attend meetings or workshops where required, to provide technical advice or support in relation to the Medical and Anti-Doping program.
- Primary point of contact between the LOC and AFC Sports Medicine department.
- Support the LOC by resolving Medical and Anti-Doping workforce issues escalated at venues.
- Provide technical advice and support to the LOC Main Operations Centre (MOC), including attending (if required) daily meetings at LOC HQ and contributing to the daily reporting process during the tournament.
- Liaise closely with LOC Medical Officers in each Host City, including communicating on a daily basis to be briefed or de-briefed on Medical and Anti-Doping matters.
- Be available to provide support around the clock from Tournament Time
- Create the post-event Medical and Anti-Doping report summarising all medical operations, results, statistics and lessons learned.

## Role Outcomes/ Deliverables

- Successful delivery of the Medical and Anti-Doping program for the tournament.
- Achievement of Medical and Anti-Doping program within budget.
- Ensure the Tournament Operations team delivers robust support for the LOC's event management needs.

## Major Interactions

- Broader Football Australia and WAC26 functions
- WAC26 Local Organising Committee Board and Leadership Team
- LOC Medical Officers
- Doping Control staff
- Competition and Venue Staff
- Asian Football Confederation
- Medical suppliers
- Police and emergency services
- Participating teams

## Knowledge, Skills, And Experience



<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience managing volunteers and paid staff.</li> <li>• An understanding and experience being involved in the delivery of sports medicine at major events.</li> <li>• Good people coordination skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to assist in resolving operational problems, working with minimal supervision and to tight deadlines.</li> <li>• A working knowledge of the healthcare system in Australia.</li> <li>• Excellent organisational and administrative skills.</li> <li>• Demonstrated ability to work independently.</li> <li>• Previous experience engaging with key medical stakeholders.</li> </ul>
<b>Qualifications</b>	
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Formal training/qualification and clinical experience in a health or medical discipline (preferably a senior doctor/GP).</li> </ul>
<b>Unique Criteria</b>	
<p>The following selected items identify the requirements of the role;</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Out of hours and weekend work</li> <li><input checked="" type="checkbox"/> Intra and/ or Interstate travel</li> <li><input checked="" type="checkbox"/> Commitment to regular presence at Sydney office (office/WFH requirements to be agreed with hiring manager)</li> <li><input type="checkbox"/> International Travel</li> <li><input type="checkbox"/> Significant periods of work away from home</li> <li><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</li> </ul>	
<b>Additional Requirements</b>	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> National Police Check</li> <li><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</li> <li><input checked="" type="checkbox"/> Full working rights in Australia</li> <li><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</li> </ul>	