# POSITION DESCRIPTION

| Overview | |
|---|---|
| **Title** | Manager Transport |
| **Department** | AFC Women's Asian Cup 2026 LOC Office |
| **Location** | Sydney (Head Office) / NSW |
| **Reports To** | General Manager Services |
| **Work Type** | Full-Time Fixed Term Contract |

| Accountability | |
|---|---|
| **Number of direct reports** | 0 |
| **Number of indirect reports** | TBC |
| **Budget responsibility in $** *(State whether prime, shared or contributory responsibility)* | TBC |

## About Us

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™.

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.

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.

## Our Culture & Values

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.

We strive to achieve this by embodying our core company values, which include:

1. **Inclusive**
2. **United**
3. **Trust**
4. **Excellence**
5. **Agility**

## Background & Purpose of the Role

The role is responsible for the planning and delivery of transport (systems and venue) services for the 2026 AFC Women's Asian Cup™, under the guidance of the AFC Asian Cup Office (ACO) and the Local Organising Committee (LOC).

This role involves strategic oversight of all transport operations that go towards ensuring effective Tournament delivery in accordance with AFC requirements outlined in the Organising Association Agreement OAA), Stadium Technical Annex (STA), List of Requirements, Policies/ Guidelines and other AFC directives

This is a **fixed term contract-based role.**

## Role Responsibilities

**Team Leadership & Relationship Management**

- Recruit and manage the Transport team, including temporary staff, volunteers and contractors
- Develop and implement training for relevant staff, volunteers and contractors to deliver high-quality transport services across all client group touchpoints for the tournament
- Manage 3rd party agency/ies tasked with the delivery of transport services
- Manage relationships and contracts with engaged bus and fleet vehicle providers
- Foster a collaborative and responsive team environment, ensuring staff understand their roles and operate efficiently under the pressures of a live event.

**Strategic Planning**

- Develop the strategic objectives and operations plan for the Transport program area
- Establish policies and guidelines for transport requirements for AFC WAC26 client groups including participating teams, match officials, VVIP/VIP guests, AFC/LOC staff and other groups as defined during the planning phase
- Develop service levels for all client group transport services through consultation with relevant Program Area managers, AFC as well as service providers
- Develop RFP documentation and, using LOC procurement processes, engage suitable service transport service providers with agreed scopes of work, budgets and deliverables. These service providers may include but are not limited to buses, fleet vehicles, self-drive vehicles, logistics vehicles and ride-share providers.
- Map client journeys that integrate with other Program Areas to appropriately plan for the best tournament experience via transport services
- Plan all competition and non-competition venue FF&E requirements in consultation with relevant Program Area managers
- Support public transport and local authorities with suitable venue transport solutions for spectator transport options
- Feed into directorate reporting processes, with required cadence, to LOC and AFC management teams

***Event Operations***

- Manage the delivery of transport services, with the support of service providers, during the tournament and any periphery events such as the Final Draw, AFC site visits etc
- Oversee and monitor the execution of all transport entities and contractors to ensure compliance with service levels, agreed budgets and timeframes
- Support the interface required with the Protocol and Security program areas, the AFC, airport authorities and any relevant government entities for planning and managing team and VVIP/VIP guest arrivals/departures at airports

- Work with transport providers to deliver planned and reactive requirements for client groups including, but not limited to, dedicated bus and fleet services, shared fleet services, bus shuttle systems, logistics vehicles and venue transport support
- Establish and oversee the delivery of all venue-based transport integrations at competition and relevant non-competition venues
- Maintain detailed records of transport activity, incidents and other critical documentation for post-event analysis and reporting

**Budget and Financial Management**

- Oversee the Transport program area operational budget for the duration of the event, ensuring all financial targets are met.
- Work closely with the event-time leads across Transport and Team Services, to track and manage all operational on-costs related to travel and accommodation
- Work closely with the tournament finance team to ensure financial processes are followed and all financial documentation is accurate.

**Post-Event Wrap-up and Evaluation**

- Conduct post-event evaluations with relevant program areas and stakeholders, providing feedback on transport delivery
- Prepare a detailed post-event report, including operational successes, challenges, and recommendations for future tournaments.

## Role Outcomes/ Deliverables

- Successful delivery of the Tournament's Transport services in compliance with AFC requirements outlined in the Organising Association Agreement OAA), Stadium Technical Annex (STA), List of Requirements, Policies/ Guidelines and other AFC directives; and
- Enhance Football Australia's reputation as a world-class sporting administrative body within global football, and strengthen FA's relations with key Australian stakeholders, including the AFC, government, media (broadcasters), commercial partners, the football community, and the general public.
- As a senior member of the Tournament Operations Team, contribute to tournament-wide coordination and reporting at tournament time as well as post-tournament evaluations.

## Major Interactions

- Broader Football Australia and WAC26 functions
- The Local Organising Committee (LOC)
- AFC Head of Asian Cup 2026 (ACO)
- Football Australia Management Team
- AFC Women's Asian Cup 2026 LOC Office Management Team
- Asia Football Group
- Venue and Facility operators
- Federal, State and Territory Government stakeholders
- Specialist temporary overlay consultants
- Professional services consultancies

| Knowledge, Skills, And Experience | |
|---|---|
| **Essential** | • Extensive experience demonstrated in transport for Major Sports Events<br>• A high-level understanding of transport in major events with international sporting teams<br>• Strong interpersonal and people management skills<br>• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.<br>• Proven capacity for successful negotiation and stakeholder consultation<br>• Has a proven and extensive personal network in transportation industry<br>• Proficient project management experience within an event environment with differing stakeholders and levels of service<br>• Responds flexibly and communicates openly to shifting demands and priorities<br>• Outstanding communication and interpersonal skills are essential<br>• Demonstrated ability to manage third party contractors effectively<br>• Strong event and facility operations expertise<br>• Proven leadership experience, demonstrates the ability to manage cross functional large teams, oversee complex operations, and drive organisational success. |
| **Desirable** | • Experience working with international football<br>• Experience in working in Asian cultural contexts |
| **Qualifications** | |
| **Desirable** | • Relevant tertiary qualifications in Transport / Traffic, Sports and or Event Management, or related field.<br>• 10+ years of experience in the major events industry or related fields. |

## Unique Criteria

The following selected items identify the requirements of the role;

☒ Out of hours and weekend work
☒ Intra and/ or Interstate travel
☒ International Travel
☒ Significant periods of work away from home
☒ 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

## Additional Requirements

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;

☒ National Police Check
☒ 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)
☒ Full working rights in Australia
☒ Working with children check (paid/ employee) or state- based equivalent