

POSITION DESCRIPTION

POSITION: Sports Development Officer **STATUS:** Full Time
REPORTS TO: The School Principal or Nominee **DATE:**
CLASSIFICATION: SO Level 7 **SCHOOL/COLLEGE:** Emmaus College
EMPLOYEE NAME:

Purpose of Position:

To provide leadership and accountability for the management, organisation, coaching, facilitating and development of the sporting program of the college including strategic planning and advice to the Principal and senior administrative team. Coaching qualifications, first aid qualifications, proven organizational ability and excellent communication skills are desirable for this position.

Key Characteristics:

Skills: Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Use initiative in self-directed development and application of expert knowledge with extensive expertise in some areas
Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others
A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts
A high proportion of competencies involve significant scope and/or complex, specialized or professional functions
Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in the application of professional practices.

Supervision: Work will be carried out under general guidance with limited or no professional supervision
The general quality of work is monitored by management and is subject to stated objectives and professional standards
Supervision at this level is related to task methodology and work practices
May involve a level of autonomy in accordance with a broad plan or budget strategy

Supervision of Others:

May have responsibility for setting and achieving of objectives by a work section and its staff may be involved
Leadership and development of teams and responsibility for outcomes may be required
Responsibility for assessment, training and development and performance counselling of staff may be required

Qualifications: Relevant formal qualifications at degree level are required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Manage the operations of the sporting activities in the Emmaus community
- Manage staff members & volunteers who engage in managing and coaching college sporting teams
- Supervise staff members and volunteers adherence to Emmaus College's codes of conduct and sporting policies.
- Manage volunteers through the induction process.
- Identify policies and procedures requiring review or re-development, and define relevant issues.
- Promote the college's codes of conduct to all involved in the sporting programs
- Be substantively involved in the construction of annual and forward planning College sport budgets
- Organise and maintain skill development programs for students
- Communicate effectively with staff, students and parents regarding sporting activities.
- Carry out administrative tasks as required that facilitate student's participation in sports.
Ensure compliance with processes set down by the Rockhampton District Secondary Schools Sports Association as well as relevant Capricornia and Queensland authorities
- Operate and be responsible for the sporting section of the school and all its operations.

- Perform non-routine professional tasks governed by procedures or guidelines. Within such constraints the employee is responsible for the independent performance of such functions
- Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the sporting area
- Be responsible for the development of sporting activities at the College
- Be responsible for the development of sporting activities, and recommend changes and improvements where appropriate
- Provide advice to the senior executive of the school on the operations/future directions of the sporting area by utilising acquired knowledge and experience
- Carry out a range of tasks necessary to support and develop sporting activities
- Design, implement and maintain an asset register of sporting equipment for the College
- Design, implement and maintain processes for registration and payment of students participating in sport.

Specific Duties:

- Be responsible for the development and direction of sports within the College.
- Manage, develop and co-ordinate Emmaus teams and students competing in interschool competition.
- Develop strategic direction for the sports department at the college
- Develop the annual sports budget and ensure expenditure on sports expenses and materials is within the framework of the annual Sports Department Budget.
- Formulate and continually review expenditure for Sports Functions and Activities ensuring that funds are collected from students for optional sporting activities.
- Use initiative and independent judgement in dealing with concerns and queries raised by parents, staff, students and non-school based sporting organisations.
- Obtain quotations relevant to purchase of sports related purchases.
- The management of intra-school sporting competitions involving Emmaus students.
- The management of Emmaus students attending school based sporting trials.
- Initiate regular meetings with, and involve, school staff members in supporting, coaching and managing school sport.
- Meet regularly with individuals and groups of students to ensure co-ordinated and committed participation in sport.
- Manage communication to parents, students and staff regarding important sports information.
- Ensure compliance with the Queensland State Secondary Schools Sports Association sporting competition nomination processes as well as the Rockhampton & District Secondary Sport & Capricornia sport association
- Evaluate and implement the engagement and development of students through sport and report to the principal on a regular basis.
- Take responsibility for the acknowledgement of student achievement by newsletter, assemblies, letters & social media.
- Initiate cross disciplinary training and coaching for teams within the college.
- Meet on a periodic basis with staff and students in Sporting House Leadership positions.
- Meeting weekly with Deputy Principal – Yaamba Road
- Organise sports award presentation
- Create opportunities to inform students, staff, coaches, managers and parents about the codes of conduct expected.
- Arrange and co-ordinate other enrichment activities for students at certain times during the school year.
- Maintain a current First Aid certificate.
- Encourage and promote parent and community involvement in enriching the school sporting programs.
- Act as staff liaison person between the college, administration and parent support bodies for sport.
- Ensure adequate transport and supervision of students on occasions when students travel to off-campus sporting venues.
- Evaluate and implement processes to successfully improve facility hire documentation
- Plan and organise event (Old boys game)
- Be responsible for students on sports trip e.g. All Schools, Confraternity
- Be responsible and maintenance of all first aid kits across the school

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date