

## POSITION DESCRIPTION

<b>Position Title</b>	Sport Officer		
<b>Organisational Unit</b>	Student Experience Directorate		
<b>Functional Unit</b>	Sport Activations		
<b>Nominated Supervisor</b>	Manager, Sport		
<b>Classification</b>	HEW 6		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10610159
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	24-MAY-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## ABOUT THE STUDENT EXPERIENCE DIRECTORATE

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The Student Experience Directorate delivers a world-class student experience by creating engaging environments in which students form strong connections with their peers and develop a deep sense of belonging to the vibrant ACU community. The Directorate is aligned to the student journey from an academic, support services and a social perspective, integrating the contact points between the student and the university services, programs and activities students can access throughout their study.

The Student Experience Directorate promotes student engagement in university life, provides opportunities for sport and leadership development, and enables students to develop graduate attributes making them career-ready professionals. The Directorate provides resources for individual cohorts – for example, international students, and elite athletes and performers – and collaborates with other business units such as Campus Ministry and First Peoples, to enable an holistic approach to the student experience at ACU. The Directorate supports ACU's national and campus-based student associations, and student clubs and societies. The Directorate also delivers university-wide initiatives to comply with regulatory and statutory requirements including Student Safety, and Safeguarding Children and Vulnerable Adults. Student experience work units include the Careers and Employability Service, Student Welfare and Counselling, Access and Disability, Safeguarding and Student Safety, Student Accommodation, Sport including the Elite Athlete and Performer Program and ACU Active, Medical Centres, Student Life, Transition, and the Student Advocacy Service. These services support students to achieve their academic and personal goals, and to thrive during their time at ACU and beyond.

## ABOUT STUDENT LIFE

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As part of the Student Experience Directorate, the Student Life unit delivers vibrant social and sporting programs, events and activities for students. Student Life activities encourage students to engage with each other, participate in life on campus and develop a sense of belonging to an inclusive and diverse community at ACU enhancing students' university experience. The unit provides strategic and practical support for the university's national and campus-based student associations, student clubs and societies, and sport clubs to foster leadership opportunities and enable student-led activities. Student Life helps to deliver welcome events for new and returning students and runs volunteering programs to provide development opportunities and enhance community engagement.

## POSITION PURPOSE

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The Sport Officer is the face of ACU Sport at the respective campus and drives the development, coordination, and promotion of Sport. The ACU Sport activities are aimed at promoting active and healthy communities, as well as creating opportunities for social interaction, participation, and competition with an overall objective to student and campus community wellbeing. The role has several key responsibilities including recruiting students, staff and community members into Sport, coordinating club and facilities utilisation, and forging collaborative internal relationships. The management of risks including operational, and financial risks are also key responsibilities.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU's [Vision 2033](#)

- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Staff Enterprise Agreement
- ACU Staff Reconciliation Action Plan

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

<b>Responsibility</b>	<b>Scope</b>
Assist in the development, coordination and management of the ACU sport clubs, programs, events and place management to achieve unit goals for Brisbane and Canberra based campuses, in accordance with University policies and procedures and in alignment with the University's mission.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Support and guide on the operation and effective management of ACU Sports Clubs, with a strategic aim to develop social and competitive clubs and grow their number, capacity and membership base, for Brisbane and Canberra based campuses.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Support the Manager, Sport to implement Place Management policies and engage with internal and external stakeholders regarding the Sport bookings and utilisation of ACU sports facilities as required, with a strong business focus, maximising profitability and building fee income.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assist the Manager, Sport with organisation and management of Unisport Australia events, including: <ul style="list-style-type: none"> <li>• build student interest and involvement</li> <li>• arrange bookings for events, training and travel.</li> <li>• collections of fees and forms from students</li> <li>• uniform coordination</li> <li>• attendance at events.</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Maintain strong working relationships with internal and external stakeholders to support the growth of and participation in sport and club initiatives for Brisbane and Canberra based campuses. This includes the coordination of sport staff, contractors and coaches involved in the delivery of events, programs and activities, overseeing their employment and training to maximise student engagement in sport.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assist the Manager, Sport in the management of effective sport budgets. Review, report and monitor the expenditure of approved budget funds to ensure events, programs and activities operate within parameters. Assist in the management of budgeting for sport clubs, ensuring the use meets the required criteria.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assist with the development and maintenance of marketing and publications for local and national ACU Sport programs, Place Management, clubs and events, including websites, social media content, electronic communications, and print materials.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Collate, analyse and report on participation data, Nett Promotor Score and feedback both qualitative and quantitative and implement continuous improvement initiatives related to services and programs delivered. Keeping abreast of industry trends and opportunities to be innovative and attract unique student markets.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Manage, monitor and approve programs ensuring that events and activities are conducted in accordance with risk management principles, legislative requirements, workplace health and safety, insurance requirements and industry standards.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Perform other duties, commensurate with the level of this position, as requested by the Manager, Sport.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

## HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Knowledge - Completion of a tertiary qualification in Community Development, Business, Sport, and Recreation Management; or a combination of relevant experience and/or education and training with a proven ability to coordinate and drive outcomes in sport, health and wellbeing related activities, programs and events.</li> <li>• Knowledge - Highly proficient in Microsoft Office applications, social media platforms and computing systems, with a high level of accuracy and attention to detail.</li> <li>• Experience - Demonstrated experience in the development of sport and wellbeing related events, programs and activities that generate high participation and engagement through building club capacity, place management sales, social and competitive sport programs.</li> <li>• Skill - Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.</li> <li>• Experience - Demonstrated experience in the review and analysis of data and programs and current requirements,</li> </ul>
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	<p>ensuring that programs are relevant, desirable and engage with current university and stakeholder requirements.</p> <ul style="list-style-type: none"> <li>• Qualification - Maintain all relevant certification requirements including: First Aid qualifications HLTAID001 (Provide cardiopulmonary resuscitation – annual), HLTAID002 Provide basic emergency life support – 3 yearly), and HLTAID003 (Provide first aid – 3 yearly) and Mental Health First Aid qualification.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

