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| **Position Description** |

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| **Sport Development Officer** | |
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| **Position No:** | NEW |
| **Department:** | La Trobe Sport |
| **School:** | Central Administration |
| **Campus/Location:** | Melbourne |
| **Classification:** | Higher Education Officer Level 7 (HEO7) |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor:**  **Number:** | Manager, Sport Partnerships  50038181 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Sport – http://latrobe.edu.au/sport

**For enquiries only contact:**

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| **Position Description** |

**Sport Development Officer**

**Position Context**

La Trobe Sport is a Future Ready initiative with the strategic goal of developing La Trobe University into the number 1 University for Sport in Australia.

La Trobe Sport was established to drive the implementation of the Plan for Sport at La Trobe that involves a range of activities:

* Develop teaching and learning opportunities related to sport
* Build the university research capacity related to sport
* Develop sporting partnerships that enhance teaching, learning and research
* Facilitate new and existing academic programs related to sport
* Facilitate coordination across student services and facilities management to maximise opportunities for club sport and sport partnerships with community and school sport groups
* Support the development of new infrastructure to enhance the sport and sport related programs at La Trobe
* Manage the La Trobe University sport-related partnerships and sponsorships

The primary purpose of this position is to work with the Manager, Sport Partnerships, in supporting La Trobe Sport in the promotion of sport related courses, research and partnerships, and to provide elite athlete support and sport clubs support.

**Duties at this level may include:**

* Work with the Manager, Sport Partnerships to manage the Elite Athlete Friendly University (EAFU) program in order to attract more elite athletes to the University and provide the best practice in the EAFU program.
* Support the Manager, Sport Partnerships to manage key University sport partnerships and sponsorships.
* To assist in event management associated with key partnerships, conferences, leveraging events and delegation visits.
* To liaise between sport infrastructure management and user groups seeking access to University sporting facilities, and facilitate expanded services for increased number of student athletes attending the University.
* Work with the Sport Centre team to plan for adequate use of the facilities for visiting teams, elite athletes and other stakeholder groups.
* Facilitate coordination with student services and in cooperation with the sport facilities management team to maximise opportunities for sport partnerships with community and school sport groups.
* Carry out other duties as required by the Director, Sport and Manager, Sport Partnerships.

**Key Selection Criteria**

**ESSENTIAL**

* Relevant undergraduate qualifications and relevant experience in sport partnerships, sport facility management or project management in sport.
* Excellent interpersonal skills and a proven track record in maintaining sport-related partnerships.
* Well-developed organizational and time management skills, including managing multiple demands, meeting tight deadlines, and the ability to work independently with minimal supervision.
* Highly developed knowledge of the principles, theory and practice of sport, including community, elite and university contexts and an awareness of broader developments relevant to the University’s strategy to be the number 1 University for sport in Australia.
* Demonstrated ability to deal effectively with stakeholders including government agencies and the business community and represent the views, policies and practices of the University.

**DESIRABLE**

* Knowledge of the higher education operating environment.
* Experience in working with elite athletes.

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: