

## POSITION DESCRIPTION

<b>Position Title</b>	Sport Programs Coordinator		
<b>Organisational Unit</b>	Office of the Chief Operating Officer		
<b>Functional Unit</b>	Student Engagement and Services		
<b>Nominated Supervisor</b>	Sport Programs Manager		
<b>Higher Education Worker (HEW) Level</b>	HEW 7	<b>Campus/Location</b>	Brisbane
<b>CDF Achievement Level</b>	2 Management (Line)	<b>Position Number</b>	10603839
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	February 2020

## 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 eight 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 grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## ABOUT THE CORPORATE SERVICES PORTFOLIO

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The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University.

The priorities of Corporate Services are to:

- Lead with **respect, integrity and courage**
- Strive for **excellence** through a culture of continuous improvement
- Deliver **quality services** to students, staff and stakeholders
- Work **collaboratively** to achieve the best outcomes for ACU
- Act responsibly and sustainably in the stewardship of **resources**.

The Corporate Services Portfolio is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, Student Engagement & Services, and Student Administration.

## ABOUT STUDENT ENGAGEMENT AND SERVICES

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Since March 2012, Student Engagement and Services (SES) has developed a range of programs broadening the opportunities for students in the co-curricular space at ACU. The ACU Strategic Plan, Students Learning and Teaching Portfolio Operational Plan and the Learning for Life Strategy have shaped the need for the development of such programs and services.

The Student Engagement and Services Directorate facilitates programs and services through a national approach delivered by campus-based staff, these programs include:

- Sport, Health & Wellbeing including:
  1. Sport Clubs
  2. Australian University Sport endorsed programs
  3. Elite Athlete and Performer Program
  4. Gyms, Fitness Classes and Facilities
  5. Social Sport and Community Events
- National Student programs including Legal Services
- A virtual (non-campus dependent) student discount program
- Student Accommodation under the Living & Learning Communities
- ACU Medical Centres

The above listed programs are funded by user pays fees, operating funds and Student Services and Amenities Fees (SSAF).

## POSITION PURPOSE

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The Sport Program Coordinator will drive the development, coordination and promotion of Sport, Health and Wellbeing co-curricular programs and services. These programs are aimed at promoting active and healthy communities, as well as creating opportunities for social interaction, participation and competition with an overall objective to improve student engagement at ACU.

## POSITION RESPONSIBILITIES

### 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 Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

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.

### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campuses	Faculty or Directorate	Across the University
		✓	✓	✓	✓
Develop, coordinate and promote Sport, Health and Wellbeing co-curricular programs and services in accordance with University policies and procedures.	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> </ul>		✓		
Establish dynamic ways to strategically grow the range of programs and participation numbers through engagement with various student markets including, but not limited to, health and wellness; social participation; and competitive/representative opportunities.	<ul style="list-style-type: none"> <li>• Make Informed Decisions</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> </ul>		✓		

<ul style="list-style-type: none"> <li>• Manage and motivate Sport, Health and Wellbeing staff and contractors involved in the delivery of events, programs and activities.</li> <li>• Oversee employment and training of contractors, casual and sessional staff to maximise student engagement in sport, health and wellbeing.</li> <li>• Ensure all staff members maintain all 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>	<ul style="list-style-type: none"> <li>• Coach and Develop</li> <li>• Communicate with impact</li> <li>• Adapt to and Lead change</li> </ul>		✓		
<ul style="list-style-type: none"> <li>• Collaborate with the Sport Programs Manager to establish competitive and effective budgets.</li> <li>• Review and monitor the expenditure of approved budget funds to ensure events, programs and activities operate within parameters.</li> <li>• Manage and oversee budgeting for external funds, ensuring the use meets the required criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply Commercial Acumen</li> <li>• Make Informed Decisions</li> <li>• Collaborate Effectively</li> </ul>		✓		
Implement Place Management principles and engage with internal and external stakeholders regarding the development and utilisation of ACU sports facilities as required.	<ul style="list-style-type: none"> <li>• Make Informed Decisions</li> <li>• Collaborate Effectively</li> <li>• Delivery Stakeholder Centric Service</li> </ul>		✓		
<ul style="list-style-type: none"> <li>• Provide advice, support and guidance on the operation and effective management ACU Sports Clubs, with a strategic aim to develop student, staff and community clubs and grow their capacity and membership base.</li> <li>• Establish and manage relationships with external stakeholders and partner clubs.</li> </ul>	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Coach and Develop</li> <li>• Live ACU's Mission, Vision and values</li> </ul>		✓		
Contribute to the development of key marketing and communications strategies that support engagement, participation and program growth.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> </ul>		✓		

Establish and maintain strong working relationships with internal and local external stakeholders to support the growth of Sport Health and Wellbeing activities, programs and events. Stakeholders include ACU students, Properties and Facilities, academic and professional staff, Marketing and External Relations, external sporting clubs and societies, and the general community.	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> <li>• Deliver Stakeholder Centric Service</li> </ul>		✓		
Collate, analyse and report on participation data, feedback 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.	<ul style="list-style-type: none"> <li>• Apply Commercial Acumen</li> <li>• Make Informed Decisions</li> <li>• Deliver Stakeholder Centric Service</li> </ul>		✓		
Manage and monitor programs ensuring that events and activities are conducted in accordance with risk management principles, legislative requirements, WH&S, insurance capabilities and industry standards.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Make Informed Decisions</li> <li>• Apply Commercial Acumen</li> </ul>		✓		

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Establishing, maintaining and regularly reviewing a range of Programs and Services that are customer-centred and high quality.
- Ensuring number of programs and participants increase and evolve with industry trends and student, staff and community demand.
- Balancing competing priorities, multiple programs across several locations and maintaining high customer service standards often whilst working towards tight and concurrent deadlines.
- Managing successful ACU Sport teams and support ACU Sport clubs by playing an active role in ensuring ACU teams are encouraged, motivated and driven by both participation and performance goals.
- Establishing and managing Place Management requirements across campuses in line with the increasing scope of ACU Sport, Health and Wellbeing.
- Establishing and building positive and productive relationships/partnerships with internal and external stakeholders.
- Working across remote campus locations as required.

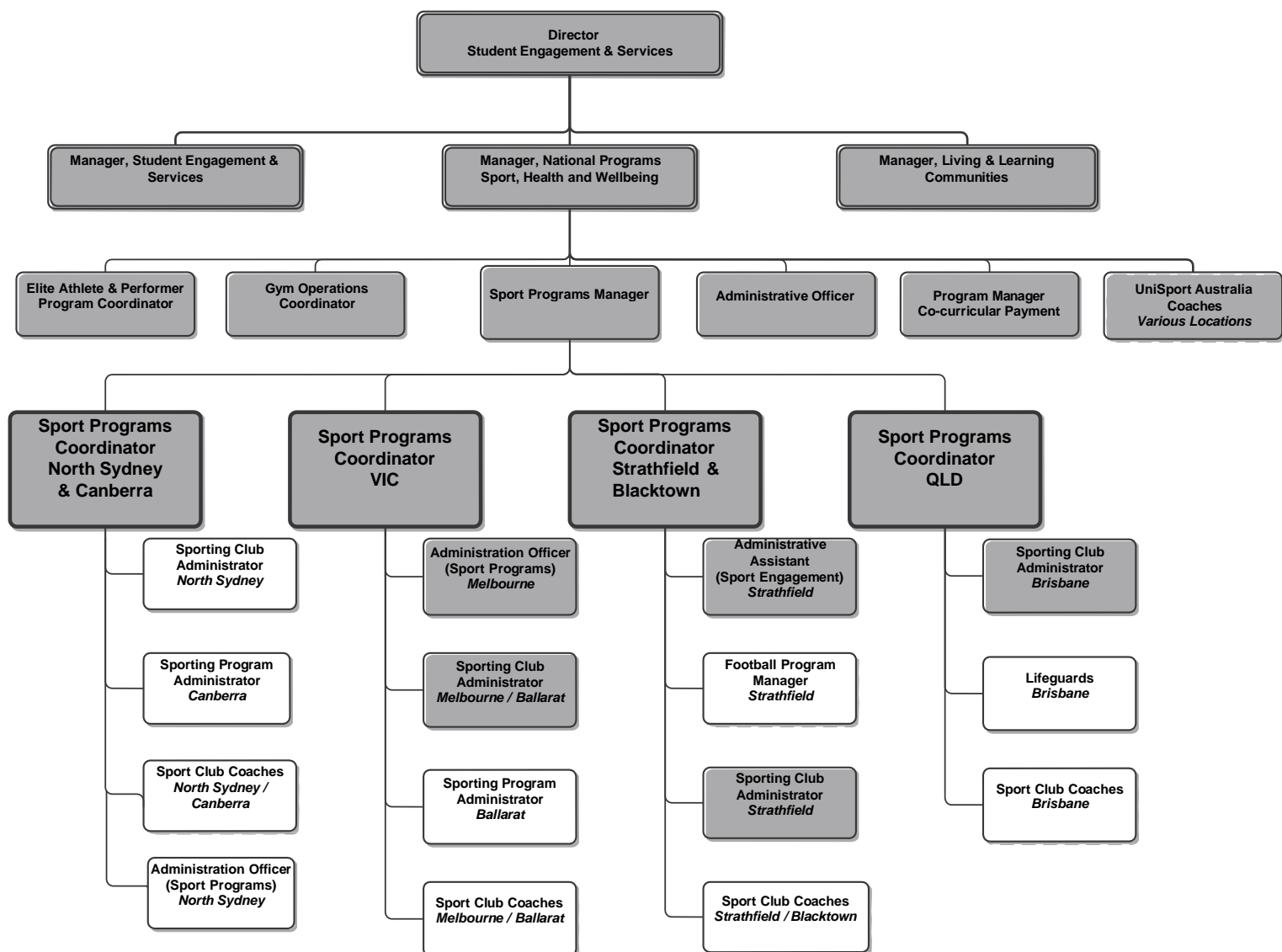
### Decision Making / Authority to Act

- The position holder has autonomy over the day-to-day management of their assigned campus' sports programs along with the authority to evaluate and make recommendations for improvement of program, event and service functions on those campuses. Changes to existing systems and processes must be made in consultation with the Sport Program Manager.
- The position holder implements effective processes for new and emerging programs, events and services, in compliance with University policies and procedures.

## Communication / Working Relationships

- The position holder supports and collaborates with ACU students to develop and implement co-curricular programs, events, and services that are engaging and popular.
- The position holder collaborates with ACU staff responsible for administering systems and processes at ACU, such as marketing and communications, finance, human resources, campus operations and other units that work closely with the Student Engagement & Services Directorate.
- The position holder is responsible for establishing and maintaining external partnerships to ensure ACU programs are competitive, varied and provide opportunities for community engagement.

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	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 sport, health and wellbeing related activities, programs and events attracting high levels of engagement.
2.	Demonstrated experience in the development of sport, health and wellbeing related events, programs and activities that generate high participation and engagement.
3.	Demonstrated ability to problem solve, act with discretion and maintain confidentiality.
4.	Highly proficient in Microsoft Office applications, social media platforms and computing systems, with a high level of accuracy and attention to detail.
5.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
6.	Extensive experience in the review and analysis of programs and current requirements, ensuring that programs are relevant, desirable and engage with current university and stakeholder requirements.

### Core Competencies (as per the [Capability Development Framework](#))

7.	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.
8.	Ability to coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.

### Other attributes

9.	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
10.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.