

POSITION DESCRIPTION

Position Title	Elite Athlete and Performer Program Coordinator		
Organisational Unit	Sport, Wellbeing And Residential Life Directorate		
Functional Unit	Elite Athlete And Performer Program		
Nominated Supervisor	National Manager, ACU Sport		
Classification	HEW 7		
CDF Level	HEW 7 CDF1	Position Number	10606205
Attendance Type	Full Time	Date reviewed	21-SEP-2021

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, five Associate Vice-Chancellors and 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 the Strategic Plan 2020-2023 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 SPORT, WELLBEING AND RESIDENTIAL LIFE DIRECTORATE

Since March 2012, the Sport Wellbeing & Residential Life Directorate has developed a range of programs broadening the opportunities for students in the co-curricular space at ACU.

The ACU Strategic Plan has shaped the need for the development of such programs and services. In 2021 two strategies were endorsed by the Academic Board to further support the outcomes of the Directorate.

The Sport, Wellbeing and Residential Life Directorate facilitates programs and services through a national approach delivered by campus-based staff, these programs include:

- ACU Sport Unit

1. Sport Programs

- Sport Clubs, Social Sport, Community Sport & University Sport Australia Ltd

endorsed programs

2. Sports Activations

- The TRACKS innovation student spaces, Sport Facility Bookings, University Open

Days

3. Elite Athlete and Performer Program

- ACU Health and Wellbeing Unit

1. ACU Medical Centres

2. ACU Gyms Health & Fitness programs under the ACU ACTIVE brand

- ACU Residential Life Unit

1. Student Accommodation Communities

2. National Rental Advisory Service for students

3. Residential Life Programs

- Respect. Now. Always

4. Legal Service for Students

ABOUT SPORTS, HEALTH AND WELLBEING

At ACU, participation in sport is valued as one of the cornerstones to a students' university experience. We recognise the important role that sport plays in our students' education, and how practicing virtue through sport supports students' academic pursuits.

ACU Sport officially launched in 2018 and brought with it a celebration of inclusion and a commitment to health and wellbeing through five (5) core program areas:

- Sport Clubs – supporting all levels of competition across a diverse range of sports, including grassroots and partnership clubs.

- Australian University Sport endorsed programs – facilitating national tertiary sporting competitions including UniSport Nationals, Intervarsity social and competitive events and stand-alone national, and multi-sport local events.

- Elite Athlete and Performer Program - nurturing the dual career of talented athletes and performers on a state, national or international stage.

- Gyms, Fitness Classes and Facilities – providing access to the latest equipment, group fitness classes and one-on-one advice from our exercise science qualified gym instructors.

- Social Sport & Community Events – enriching our students' connection with their broader communities through promoting participation in fun-runs, charity events and national challenges.

Our staff, sport club executives, professional coaches and club administrators are committed to providing

students with sport, health and wellbeing opportunities that enhance a student's university experience and overall success.

POSITION PURPOSE

The Elite Athlete and Performer Program Coordinator is responsible for the delivery of the Elite Athlete and Performer Program (EAPP) which has been established to support ACU Elite Athlete and Performer students achieve academic excellence whilst pursuing a sporting career. These students face tremendous challenges in achieving both academic and sporting, or performance success during their time at University and the Elite Athlete and Performer Program has been implemented at ACU to support these students in a variety of ways. The Elite Athlete and Performer Program Coordinator is responsible for facilitating the guiding principles established by Sport Australia's Elite Athlete Education Network including the provision of advice and guidance to student athletes, support in negotiating flexible study arrangements (assessment, enrolment and course related needs) and advocacy. The position plays a key role in promoting a sense of belonging to the University to improve engagement and satisfaction for ACU Elite Athlete and Performer students.

KEY 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 2020-2023](#)
- [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 and Academic Career Pathways.
- [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.

Responsibility	Scope
Contribute to the operational unit planning and strategic goals of Sport, Health and Wellbeing through delivery of the Elite Athlete and Performer Program, aimed at both prospective and current students.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Oversee and continuously develop the policy and processes driving the Elite Athlete and Performer Program application and selection process, ensuring selection criteria and eligibility requirements are maintained	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Strategically expand and improve the EAPP with support and input from the EAPP Advisory Committee	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Deliver administrative process related to the application and selection of financial scholarships and travel subsidies, including management of scholarship agreements. Monitor expenditure of budget funds and delivery of associated reporting responsibilities. Maintain the Client Relationship Management database to ensure accurate athlete and performer records, results, images and contact information is accurate. Perform other tasks appropriate to this level of position as required.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide a relational and customer service driven program focused on support, welfare and wellbeing whilst also encouraging engagement, university representation and community development.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Establish a coordinated strategy and build strong working relationships with academics, faculty and key University staff to negotiate flexible study arrangements, resolve timetabling issues, provide examination flexibility, and study support along with welfare advice and related support services. Establish effective relationships with State and National Sporting Organisations and associated networks including Sport Australia, Australian University Sport, Australian Institute of Sport, National Rugby League and Athlete Welfare and Education Advisors.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Establish and oversee a coordinated marketing and communication strategy including development of promotional materials to promote the EAPP to all associated networks, specifically aimed at raising the profile of the program. Promote EAPP and individual athlete or performer successes through a comprehensive range of traditional and digital media channels.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Supervise team members involved in the delivery of the Elite Athlete and Performer Program and associated areas.	The position mainly contributes to activities; outcomes and goals within their immediate team or work 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 seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
The position manages a geographically dispersed team.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of a Bachelor level qualification with at least 4 years relevant experience, or an equivalent combination of relevant experience and education/training • Skill - Demonstrated high level administration and writing skills including advanced capability in budget management skills and the Microsoft Office suite of applications, particularly Microsoft Excel • Knowledge - Demonstrated ability to drive program development and make strategic decisions • Skill - High level interpersonal and communication skills in addition to database and relationship management • Qualification - Must hold a valid and current First Aid qualification/certificate (HLTAID001, HLTAID002, and HLTAID003).
Core Competencies:	<ul style="list-style-type: none"> • 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. • Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
Essential Attributes:	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.
Working with Children and vulnerable adults check	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>

