

Position Description

Aquatic and Community Programs Officer

Position No:	NEW
Department:	La Trobe Sport
School:	Central Administration
Campus/Location:	Melbourne
Classification:	Higher Education Officer Level 5 (HEO5)
Employment Type:	Continuing, Full-Time
Position Supervisor:	Aquatic and Community Programs Coordinator
Number:	50143385
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

For enquiries only contact:

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Aquatic and Community Programs Officer

Position Context

La Trobe Sport is a University initiative with the strategic goal of developing La Trobe University into the University of choice for Sport in Australia.

La Trobe Sport facilitates programs, partnerships, research and course developments to enable La Trobe to be the leading university in Australia for sport-related teaching and research, to support student participation in sport and sport related clubs and to actively engage the local community and schools through the use of its sporting facilities and sport services.

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 Aquatic & Community Programs Coordinator – La Trobe Sport in managing the operations and delivery of engaging aquatic and community programs including School Sport, Children's Birthday Parties, School Holiday Programs, Social Sport, and Swim School that drive facility utilisation and enhance the customer experience.

Duties at this level may include:

- Work with the Aquatic & Community Program Coordinator to implement policies, systems and procedures for the operations and delivery of aquatic and community programs.
- Generate original ideas and innovative solutions through the provision of specialist know how and advice in relation to program delivery and management of relevant program staff.
- Deliver a variety of service support mechanisms (e.g. training/promotional materials, system modifications) to maximise service quality, efficiency and continuity.
- Supervise the day to day operation of sporting infrastructure, including setting priorities, meeting service standards and assisting with the monitoring or review of systems.
- Conduct analysis, presents results and put forward recommendations through the provision of briefings, presentations or written reports, to facilitate the interpretation of specific issues/problems to support decision making.
- Contribute to larger La Trobe Sport initiatives as part of a project team, to support the achievement of project objectives.
- Improves own professional capability and expertise through appropriate development and professional activities.
- Carry out other duties as required by the Senior Manager, Sport Infrastructure & Operations and Manager, Sport Facilities.

Special Requirements:

- The Aquatic & Community Programs Officer will be required to work outside regular work hours dependent on sport facility bookings

Key Selection Criteria

ESSENTIAL

1. Relevant undergraduate qualifications in sport or event management; or an equivalent combination of relevant experience and education/training.
2. Demonstrated knowledge and understanding of the work practices, processes and procedures relevant to the role, particularly program design and competition delivery.
3. Demonstrated ability in coordinating social sporting competitions, aquatic programs and a range of children's activities.
4. Excellent interpersonal and communication skills and a proven track record in maintaining stakeholder relationships, particularly within the education sector.
5. Well-developed organizational and time management skills, including managing multiple demands, meeting tight deadlines, and the ability to work independently with minimal supervision.
6. High-level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: