

# Role Description

## Gymnastic Coach / Instructor

<b>Statutory Agency</b>	Sydney Olympic Park Authority
<b>Role Title</b>	Gymnastics Instructor / Coach
<b>Unit</b>	Venue Management – Quaycentre, Hockey Centre, Sports Halls
<b>Classification/Grade/Band</b>	SOPA Managed Sports Venues Award (Level 1 – Level6)
	Non-Executive non-ongoing casual employment
<b>Date of Approval</b>	December 2017

### Organisational Overview

As a world-leading precinct built on the legacy of the Sydney 2000 Olympic & Paralympic Games, Sydney Olympic Park is diverse and carefully-planned, bringing together the best in residential living, sport, entertainment, recreation, business, education and the environment, right in the heart of global Sydney.

Sydney Olympic Park Authority are custodians of the Park, with a strong commitment to creating a vibrant, sustainable community within an unequalled destination for sport, entertainment, recreation and business and one of Australia's largest and most diverse urban parklands.

Sydney Olympic Park Authority is part of the Office of Sport which is an Executive Agency in the Department of Industry cluster of the NSW government. The Authority has five business units:

1. Commercial
2. Asset Management and Environmental Services
3. Venue Management
4. Place Management, and
5. Business Support.

### Venue Management

The Venue Management team is responsible for the day-to-day operations of the following sports venues and facilities that provide a diverse variety of sport, recreation and leisure activities, programs and events for the community as well as elite and high performance athlete training facilities:

- Aquatic Centre
- Athletic Centre
- Archery Centre
- Quaycentre
- Hockey Centre
- Sports Halls
- Satellite facilities, including Archery Centre, Tom Wills Oval, Newington Armory sports venues and Wilson Park.

## Primary Purpose of the Role

Deliver as part of a team, gymnastic and related services at the Sydney Olympic Park Quaycentre, Hockey Centre and Sports Halls.

## Key Accountabilities

- Successful participation in the organisation and delivery of related activities across the venues.
- Minimising risk associated with all delivery of gymnastics.
- Assisting in managing the gymnastic program within agreed timeframes, lesson and program structures.
- Delivering excellence in customer service within allocated resources.
- Maximise space and class capacity with a view to increasing attendances for the programs.
- Complying administratively with departmental and organisational requirements and assisting with the smooth running of the department.
- Compliance with administration and organisational policies and procedures and legislative requirements, including WHS, Information Security and EEO.
- Promoting gymnastics

## Key Challenges

- Meeting diverse and high quality service needs within limited and efficient resource allocations.
- Ensuring programs are safe and commercially appealing.
- Maximising space with competing internal and external forces.
- Group control and management.
- Ensuring compliance with external stakeholders.

## Key Relationships

Who	Why
<b>Internal</b>	
Centre Manager	Reporting matters that may require escalation or notification
Venue Area Manager/Co-ordinator	Seeking assistance, feedback or providing information necessary for successful operation of activities; Receiving mentoring, coaching and performance feedback; Discussing resources and impacts. Adhering to directions and providing analytical information. Participate in planning.
Work teams	Providing assistance and information; co-ordinating resources. Deliver service and sharing information.
Agency Staff	Seeking advice, information and assistance; co-ordinating resources. Deliver service and share information.
<b>External</b>	
Vendors and service providers	Promote mutual interests; Share information, provide advice and plan usage; promote services; participate in consultation and negotiation; resolve routine issues and deliver service.

Who	Why
Sporting bodies, associations and representatives	Promote mutual interests; Share information, provide advice and plan usage; resolve routine issues and deliver service; participate in consultation
School, tertiary and private education representatives and individuals	Promote mutual interests; Share information, provide advice and plan participation; resolve routine issues and deliver service; participate in consultation.

## Role Dimensions

### Decision making

This position will make routine decisions aligned with the gymnastics class delivery.

### Reporting Line

This role reports daily to the Gymnastics co-ordinator / Head Coach.

### Direct Reports

No positions report to this role.

### Budget/Expenditure





This position is not authorised to commit funds and incur expenditure.

## Knowledge Skills and Experience

- Knowledge and /or experience in Gymnastics including programming, lesson planning and development pathways.
- Knowledge and understanding of group control and management techniques
- Understanding and experience in risk management as it refers to workplace health and safety, asset security and public safety
- Capacity to acquire and retain Minimum Level 1 Gymnastics qualifications, Senior First Aid and drivers licence.
- Experience in dealing with people to achieve mutually desired outcomes including participating in a diverse team of coaches and instructors.
- Understanding of customer service and capacity to demonstrate excellence.
- Working with Children Certificate

## Capabilities for the Role

### Capability summary

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Foundational</b>
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	<b>Commit to Customer Service</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Foundational</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Foundational</b>

## Focus capabilities

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> <li>• Be open to new ideas and approaches</li> <li>• Offer own opinion, ask questions and make suggestions</li> <li>• Adapt well to new situations</li> <li>• Do not give up easily when problems arise</li> <li>• Stay calm in challenging situations</li> </ul>
<b>Relationships</b> Commit to Customer Service	Foundational	<ul style="list-style-type: none"> <li>• Understand the importance of customer service</li> <li>• Help customers understand the services that are available</li> <li>• Take responsibility for delivering services which meet customer requirements</li> <li>• Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>• Show respect, courtesy and fairness when interacting with customers</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Complete own work tasks under guidance, within set budgets, timeframes and standards</li> <li>• Take the initiative to progress own work</li> <li>• Identify resources needed to complete allocated work tasks</li> <li>• Seek clarification when unsure of work tasks</li> </ul>
<b>Business Enablers</b> Project Management	Foundational	<ul style="list-style-type: none"> <li>• Plan and deliver tasks in line with agreed schedules</li> <li>• Check progress against schedules, and seek help to overcome barriers</li> <li>• Participate in planning and provide feedback about improvements to schedules</li> </ul>