

Associated Grammar Schools of Victoria
&
Associated Public Schools of Victoria

DUTY STATEMENT: AGSV/APS SPORT OPERATIONS OFFICER 2019

REPORTS TO: The Executive Officers of AGSV and APS Sport

TERMS OF EMPLOYMENT 1.0 FTE commencing Term 1 2019 (or by negotiation earlier)

DUTIES OF THE AGSV/APS SPORT OFFICER 2019

Under the direction of the AGSV & APS Executive Officers, the Sports Operation Officer will:

- Assume overall responsibility for the implementation and maintenance of **Child Protection and Safety** practices and records for both Associations. Inherent duties include developing an online system for recording and checking of officials' compliance.
- Assume overall responsibility for the **Risk Assessment** of all AGSV/APS Central venues and monitor the risk assessment of individual member School venues. Inherent duties include developing Risk Assessment criteria, assessment documents and assessing/monitoring each venue.
- Assume overall responsibility for the **Occupational Health & Safety** obligations and **Professional Development** opportunities for both Association offices.
- Assist with the maintenance of **Fixturing and Weekly sport results**. Inherent duties include seeking team nominations, fixturing, including venue and court allocations, updating of results tables, distribution of results to member schools and media services for Summer, Winter and Spring sport.
- Appoint Umpires/Officials for AGSV/APS Sport competitions including Athletics, Cricket, Football, Hockey, Tennis and Water Polo.

Qualifications, knowledge and skills:

- Relevant tertiary qualifications and experience in education and / or sports administration / management
- Proficiency in Child Protection & Safety compliance and Risk Management strategies, or equivalent qualification / experience
- Minimum First Aid Level 2 or equivalent and current CPR Certificate
- Working with Children Check card (WWCC)
- Ability to advocate student involvement in sport with a strong sense of ethics and fairness
- Superior sporting knowledge especially in relation to the contribution of different sports to health and fitness and the rules and methods of organisation of all sports.

Key Performance Indicators/Competencies:

- Advanced computer skills - Microsoft package (Word, Excel, Access and PowerPoint)
- Ability to work autonomously at a superior level and within a small team environment
- Strong written and verbal communication skills with excellent attention to detail
- High level organisational and time management skills with the ability to prioritise and multitask to deliver results within strict deadlines
- Effective communication, interpersonal, consultation and negotiation skills
- Ability to demonstrate sound judgment in range of circumstances
- Ability to maintain confidentiality and uphold the highest ethical standards for both Associations
- Ability to liaise with personnel at all levels.