

POSITION DESCRIPTION



Position	Holiday Program Officer
Level/Classification	HEW0202
Reports to	Sports Development Officer
Unit	Murdoch Active
Directorate	Sports and Recreation Team
Positions Supervised	NIL

Position Purpose

Holiday Program Officer assists in the delivery of the school holiday sports and activities program. Children are enrolled in the program to be engaged and develop skills whilst on their break from school. Officers assist in the delivery of a multi sports/activities program on campus relevant to the assigned program. Their role is to assist in the development of movement patterns of the children, provide a fun and safe environment to play, encourage friendship development, increase awareness and education of the activity and assist in the building of the holiday program.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

Murdoch Active provides students, staff and the broader Murdoch University community with opportunities to engage in quality sport and recreation programs, facilities and services to support the development of each individual's health and well-being. Murdoch Active also provides support to the teaching, research and commercial activities of Murdoch University.

The objective of Murdoch Active is to plan and deliver sport and recreation programs that enhance the student experience, provide opportunities for students, staff and the broader community to represent and or engage with the University and to maintain connection with the University.

Murdoch Active delivers its range of programs and services through the Active Gym, Sports and Recreation Hall, indoor and outdoor courts as well as the external playing fields.

Reporting Relationships



Key Responsibilities/Duties

In conjunction with the Sports Development Coordinator (or Officer if Coordinator role is unoccupied), the Holiday Program Officer duties include the following:

1. Supervise all children enrolled in the Program
2. Conduct sport and activities as required in the daily activity schedule
3. Liaise with Parents
4. Ensure the safety of all enrolled children
5. Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

Selection Criteria

Essential

1. Relevant work experience
2. Attainment, or working towards, relevant qualifications
3. Effective verbal communication and interpersonal skills
4. Excellent negotiation skills
5. Current Working with Children Check

6. Current First Aid certificate

Desirable

1. Current Driver's License
2. Current Bronze Medallion
3. Previous experience in a similar role
4. Current Senior First Aid Certificate

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current Working with Children Check WA
3. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.

