

# POSITION DESCRIPTION



<b>Position</b>	Participation and Activation Coordinator
<b>Level/Classification</b>	HEW0606
<b>Reports to</b>	Sports and Recreation Manager
<b>Unit</b>	Murdoch Active
<b>Directorate</b>	CXO – Experience Office
<b>Positions Supervised</b>	Sports Officials, Sports Medical Officers, Event Officers and WIL & Student Volunteers

## Position Purpose

This position will work within Murdoch Active to design and deliver participation, recreation, and community programs aimed at enhancing student experience, supporting student recruitment, building community engagement, and facilitating sporting activities. The specific programs delivered by the Participation and Activation Coordinator will be adaptable to meet operational needs. The focus will be on creating inclusive, safe, and diverse events and programs both on and off campus.

## 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 Bididi. 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.

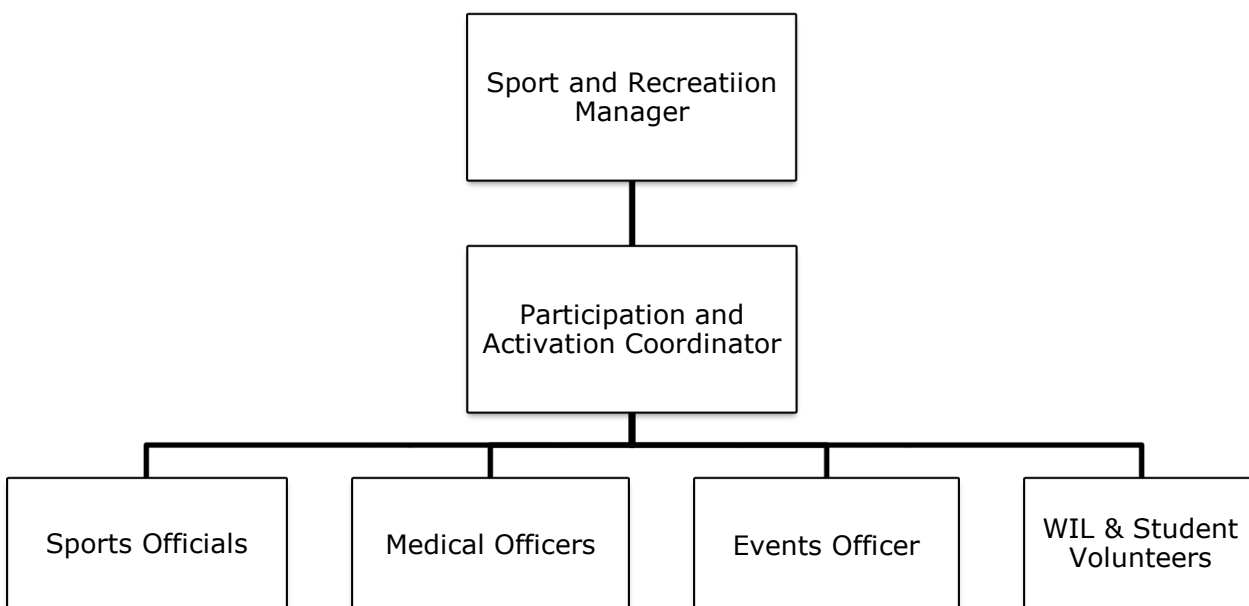
### About the Work Area

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 and Recreation Manager, the Participation and Activation Coordinator duties include the following:

1. Design, execute, and provide safe, efficient, and sustainable participation events and programs to increase engagement on campus that support positive experiences.
2. Oversee recruitment, appointment, training, and development of staff for Murdoch Active sport and community programs.
3. Manage a team that includes (but not limited to) Sports Officials, Medical Officers, Events Officers, and WIL & Student Volunteers.
4. Prepare reports for the Manager on program usage, income/expenditure, profitability, and debt within your responsibility. Assist with finance procedures, including invoice payments, external hirers, and contractor arrangements.
5. Identify, develop, and collaborate with the Murdoch University Guild of Students, Murdoch University Affiliate clubs, and other Organisations.
6. Facilitate the implementation and delivery of Murdoch University student recruitment and experience activities both on and off campus, in coordination with other departments within the University.
7. Perform additional tasks that the incumbent may reasonably be expected to carry out, consistent with the accountabilities and responsibilities listed above.

## Selection Criteria

### Essential

1. AQF Certificate IV in a relevant field or experience in relevant/associated field.
2. Relevant sporting league, event and program delivery experience, including a working knowledge of competition management areas.
3. Experience in the supervision of staff, including direct reports, casual staff and volunteers
4. Demonstrated experience in stakeholder and customer relationship management.
5. Competent in the use of computers and a good understanding of their application in the sport and recreation industry.
6. Sound understanding of occupational safety and health issues.
7. Well-developed verbal communication and interpersonal skills.
8. An ability to work flexible hours, including out of hours work.

### Desirable

1. Diploma in a relevant field, or an equivalent combination of relevant experience and/or education and training.
2. Current Driver's License.
3. Experience in sports or fitness within a tertiary education environment, with insight into the university sports sector.
4. Proven experience in operating a Jonas Leisure membership database with effective computer skills.

## Work Requirements

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

## 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.*