



## POSITION DESCRIPTION

<b>Position</b>	Sports Development Officer (Participation)
<b>Level/Classification</b>	FIA Level 4
<b>Reports to</b>	Sports and Recreation Manager
<b>Unit</b>	Murdoch Active
<b>Directorate</b>	Property, Development and Commercial Services Office
<b>Positions Supervised</b>	Sports Officials, Team Managers, Sports Coaches, Sports Medical Officers, Event Officers and WIL & Student Volunteers

### Position Purpose

This position will work within Murdoch Active to design and deliver sports, recreation and community programs aligned with the Murdoch Active Strategic Plan to improve student experience, build community engagement and support sporting activities. The specific programs delivered by the Sports Development Officer will be to:

- Establish, develop and provide ongoing support to Murdoch University and affiliated sporting clubs and teams;
- Foster a collaborative working relationship with the Murdoch University Guild of Students and other representative/governing bodies;
- Increase participation in the programs delivered by Murdoch Active;
- Build a program of events and activities for the benefit of University students, staff and the wider community; and
- Support dynamic sporting competition and representative opportunities aligned with Murdoch University's vision and mission.

### About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavor, and remains one of the most inclusive universities in the country, providing students with quality education and recognized academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

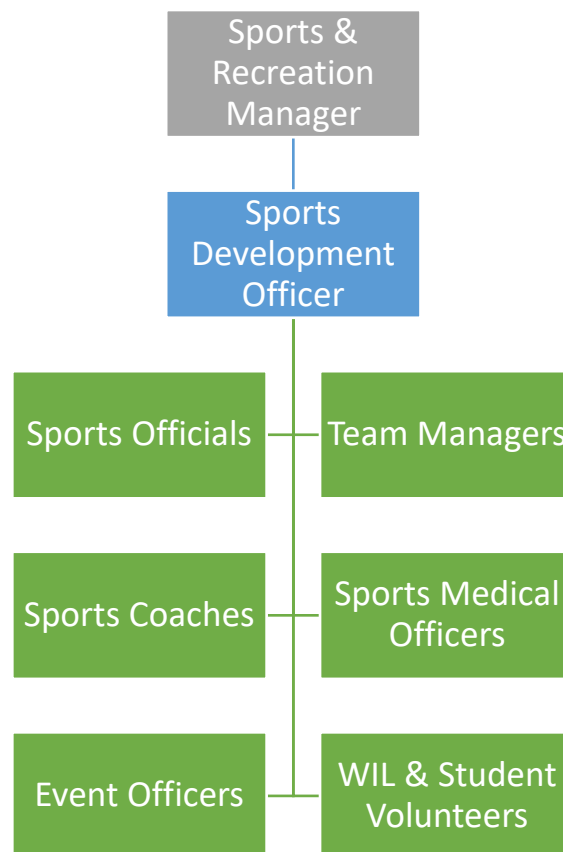
### About the Work Area

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 Sports Development Officer duties include the following:

1. Implement and deliver safe, efficient and sustainable sporting programs on campus.
2. In conjunction with the Manager, coordinate the recruitment, appointment, training and development of all personnel required to deliver Murdoch Active sport and community programs.
3. Provide line management to a team including (but not limited to) Sports Officials, Team Managers, Sports Coaches, Sports Medical Officers, Events Officers and WIL & Student Volunteers.
4. Assist with the development and delivery of program action plans that support positive customer experiences.
5. Increase levels of student and staff engagement and participation across program offerings.
6. In conjunction with the Manager, develop program and event initiatives to increase on campus and community engagement in sports and recreation activities.
7. Assist with the promotion of Murdoch Active through external events like Open Day.
8. Deliver Murdoch Active events as required.
9. Support Murdoch Active clubs to develop club membership, participation and Sustainability.
10. In conjunction with the manager, Plan, develop, implement and coordinate competitive sport and recreation programs that includes:
  - a. Competitive Sport Participation for all levels of competition for students.
  - b. Attendance at Unisport National Events.
  - c. Assist with the running of the Elite Athlete Program.
  - d. Major Sporting Initiatives and Events held on campus involving participation or a level of competition.
11. Assist with finance procedures including monthly invoice payments, external hirers and other contractor arrangements.
12. Prepare monthly reports for the Manager on program usage, income/expenditure, profitability, debt across area of responsibility.
13. Apply the use of technology to improve the customer experience, program safety and improve business efficiencies.
14. Support the marketing and promotion activities of sport, fitness and recreation programs, services and facilities.
15. Foster a collaborative working relationship with the Murdoch University Guild of Students and other representative/governing bodies.
16. Ensure that Murdoch Active provides a safe environment for students, staff and program participants.
17. Assist in the delivery of Murdoch University specific key events.
18. Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

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

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

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 are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.

## **Selection Criteria**

### **Essential**

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

### **Desirable**

1. Previous experience in a tertiary environment.
2. Sound knowledge of the University and/or university sports sector.
3. Proven experience in operating a Jonas Leisure membership database with effective computer skills.
4. Current Senior First Aid Certificate.

## **Work Requirements**

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening procedure.
2. Ability to work outside of normal office hours when required.
3. Current Driver's License.
4. Current Working with Children Check.
5. Current First Aid Certificate.