

ROLE DESCRIPTION

1.0 POSITION TITLE: School Officer – Sports Administration Assistant

1.1. Hours – Full Time

1.2. Classification – School Officer Level 5

2.0 PURPOSE OF POSITION

The purpose of the role of School Officer – Sports Administration Assistant is to support the Director of Sport in the administration of the sports program at the College. This includes the College's commitment to the AIC Sports Association as well as to non-association sports and representative school sport.

2.1 Collaborative Practices and Partnerships

The role holder works collaboratively and in partnership with others, both within and outside of the College, in the execution and completion of duties and responsibilities.

2.2 Effectiveness and Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

2.3 Commitment and Confidentiality

The role holder demonstrates a commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of School Officer – Sports Administration Assistant works collaboratively with the Director of Sport and other staff within the Sports Office to provide support to those responsible for the delivery of the sports program at Villanova College.

Most of the AIC sporting fixtures are held outside school hours, which includes many Friday evenings and Saturdays throughout the entire year. Consequently, this role will require attendance at a significant number of Friday evenings and Saturdays throughout the year. To compensate for this commitment, flexibility in weekly work hours and holidays will be negotiated.

This is a non-teaching position which requires strong administrative, organisational and problem-solving skills as well as the ability to work effectively as part of a team. An ability to coordinate at least two AIC sports is a requirement of this role.



This Duty Statement will be reviewed annually in collaboration and partnership with the Director of Sport. The statement makes clear the day-to-day expectations of the position, taking into consideration the needs of the College.

4.0 EXAMPLES OF ACTIVITIES/DUTIES TO BE UNDERTAKEN

The position requires the role holder to undertake and complete the following duties:

Administration

- Assist the Director of Sport with general office duties
- Assist with the preparation and collation of all sports awards and all sports assemblies.
- Maintain student sporting activities in the College administration system (TASS.web)
- Maintain records for all co-curricular sports results, including ensuring results and schedules are electronically entered onto the College's website and other mediums.
- Liaise with relevant parties to collate and distribute information regarding weekly sports fixtures, training schedules including times, venues, contact details and transport information.
- Liaise with the Villanova College Uniform Shop and/or suppliers to order all clothing where necessary.
- Assist with the administration and co-ordination of all intra-school sports carnivals.
- Assist with the administration of coaching and referee payments including the distribution of employment forms and blue card applications.
- Participate in College co-curricular meetings, parent support meetings and sport administration meetings where directed.
- Under the guidance of the Director of Sport, complete and update the risk register and ensure accurate records are kept regarding risk assessments, injury reports and concussion protocols etc.
- Where required by the Director of Sport, represent the College at AIC and other affiliated meetings.
- Such other duties as delegated by the College Principal and the Director of Sport.

Other

- Under the guidance of the Director of Sport, assist in the implementation of the College's sports policies and procedures including relevant Health and Safety requirements.
- Help ensure that sporting facilities are safe, available and are prepared for sporting activities.
- Assist in the purchase, distribution, maintenance and stocktake of College sports equipment in collaboration with the Director of Sport, AIC Sport Coordinators and individual Sport Coordinators.
- In collaboration with the Director of Sport, organise transport arrangements to sporting events where required.
- Assist with the preparation of all sporting tours and camps.
- Coordinate at least two AIC sports throughout the year as specified by the Director of Sport.
- Be present and assist at the AIC home and away fixtures where required, ensuring all fixtures run smoothly.



- Regularly update information on the College’s website, apps and other social media platforms.
- Oversee student, staff and external use of the Strength & Conditioning (S&C) facilities.
- Liaise with the relevant parties to distribute S&C training schedules each Term.
- Monitor training load in elite and multi-sport athletes and offer strategies to assist with load management and periodisation of training.
- Enhance talent identification systems within the student population.
- Attend relevant professional development opportunities.
- Review and report on these accountabilities each Semester.

5.0 ESSENTIAL SKILLS

- Understanding of and ability to contribute towards the mission and vision of Villanova College as a Catholic School.
- Demonstrated high level of written and verbal communications skills with an ability to communicate effectively with a wide range of stakeholders including staff, parents, outside bodies and students.
- High level of administration skills with advanced knowledge of Microsoft Office, databases and WordPress. Experience with TASS will be viewed favourably.
- Demonstrated strong time management and organisation skills with the ability to prioritise and meet workload deadlines.
- The ability to work collaboratively and effectively as both part of a small team and autonomously when required.
- Experience delivering S&C programs in a school setting and/or a Level 2 Australian Strength & Conditioning Association (ASCA) accreditation will both be viewed favourably, however they are not requirements for the position.
- Possess a valid Paid Blue Card.

6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Sports Administration Assistant must act in accordance with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The School Officer – Sports Administration Officer reports to the Director of Sport and ultimately the Principal of the College.