



Position Title:	Sport Manager
Position Classification:	Voluntary (numerous places available)
Faculty/Office:	Office of Deputy Vice Chancellor (Education)
School/Division:	Student Life
Centre/Section:	UWA Sport
Supervisor Title:	Student Athlete and Clubs Manager
Last Review Date:	01/03/17

About University Sport

Australian University Sport is the peak governing body of university sport in Australia with 42 member universities representing over a million students.

The organisation works with member universities, State and National Sporting Organisations to deliver regional, national and international sporting programs.

Australian University Games is a national level competition held annually which brings together the 42 member universities for a week of competition. Students of University of WA represent across 32 different sports under "Team UWA".

Team UWA are the current National Champions following on from a successful University Games during September 2016 held in Perth.

UWA Sport is looking to build on this success by fielding a team of up to 350 students for the Australian University Games on the Gold Coast between 24th and 29th September 2017.

About the work area

UWA Sport manages all aspects of Team UWA, through the recruitment of students, organisation, registrations and management of the team.

With the support of UWA Sport, the Sport Manager will be required to lead the allocated sport team/s.

The Sport Manager Program is a new initiative and will provide those connected to UWA the opportunity for development whilst attending a National Sporting event.

Role Statement

The Sport Manager will be fully funded in respect to airfares, accommodation, registration fees and a meal allowance for the duration of the event. There is no salary or additional payments as this is a voluntary role.

The role of the Sport Manager (SM) will be to manage all aspects of the allocated sporting team's organisation in preparation for the National event. The role will provide support to their team in the lead up to and during the games whilst acting as the main liaison to UWA Sport.

This includes using your experience and skills to provide direction and support. You will be required to take an active role in minimising risk factors associated with teams attending University Games and ensure the UWA Code of Conduct is administered.

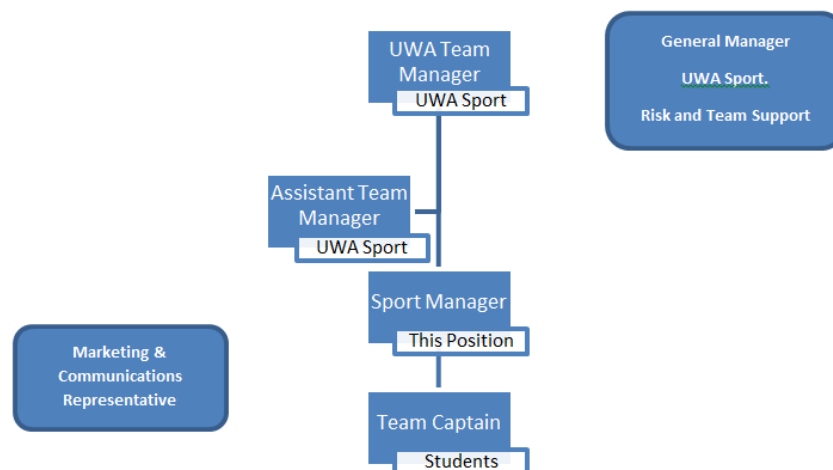
Through positive leadership, the Sport Manager will assist UWA and UWA Sport Management to enhance Team UWA culture.

There will be up to 20 positions of Sport Managers on offer.

Additional Personal Outcomes

- Build your leadership skills as you manage a team through pre, post and during event milestones.
- Gain experience working with and building communication skills with those from differing and diverse backgrounds.
- Build your organisational and time management skills as you abide by timelines for Actions.
- Have access to value adding opportunities for future employment i.e. first aid and Responsible Service of Alcohol training (provided).
- Gain experience working in a professional, high performance environment.
- Receive networking opportunities with UWA, Australian University Sport and other Universities.

Organisation chart



Key responsibilities

- Be responsible for all communications from UWA Sport to the allocated sport team/s.
- Ensuring timelines are met in respect to uniform orders, registrations and leadership objectives.
- Actively engage with UWA Sport and the allocated sport team to arrange training and attendance in the Risk Management Workshop.
- Be required to attend up to 6 meetings with Team Management prior to departure.
- Reside in the same accommodation as the team at the event (private or with another Sport Manager) and ensure appropriate behaviour standards are maintained by the allocated sport team, on and off the field.
- Manage all aspects of the allocated sport teams timetable at the event and attend fixtured games.
- Promote a healthy Team UWA Culture.
- Ensure all team members abide by all relevant Codes of Conduct and University Policies.

- Communicate with UWA Sport on allocated sport teams progress and other matters.

Specific work capabilities (selection criteria)

To be an effective Sport Manager you must:

- Demonstrate the ability to apply the appropriate type of leadership discipline.
- Proven experience to build effective relationships.
- Ability to communicate with a diverse range of stakeholders.
- Ability to communicate clearly and regularly.
- Capacity to find, offer and implement positive solutions.
- Demonstrate leadership by example and in line with University values.
- Possess effective time management skills.
- Ability to support the team captain in a number of varied situations.
- Qualified coaching accreditation will be highly regarded.

Compliance

Workplace Health and Safety

- All supervising staff is required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).
- All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.
- Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

- All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles.
- Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>

Application Process and Timeline

Applications can be made stating your relevant experience, evidence of any coaching qualification and confirming your availability for the role by **31st March 2017** to unigames@sport.uwa.edu.au. Please place "*Sport Manager*" in the subject line.

The interview process will take place throughout the month of April.

For further information, please contact the University Team Manager, Sue Gliddon on 6488 7061 or 0437 440 132 and via the above email address.