

Program Coordinator - Sport and Competitions

This position will work with the wider programs and competitions team in the coordination and delivery of a range of sporting competitions and services across the university community.

A core focus of this role will be the delivery of programs in the areas of:

- * Intercollege
- * Interfaculty
- * School holiday sports and camps such as the existing Kids Sports Holiday Program.
- * Social Sport leagues

Due to the nature of programs and competition delivery this role will involve a working schedule of Sunday – Thursday as core operating hours.

Major Accountabilities

Implement and deliver safe, efficient and sustainable programs.

Achieve successful customer and stakeholder feedback regarding the quality and appropriateness of program operations.

Increase levels of student engagement.

Be a valued member of the UWA Sport Team.

Meet the occupational safety and health and other compliance requirements.

Key responsibilities

Program Delivery – 80%

Play a hands on role in the delivery of sporting programs including but not limited to the following:

- Development of program offerings, including detailed schedules and/or fixtures.
- Be aware of, contribute to and achieve registration goals and targets.
- Development and use of program specific action plans that support positive customer experiences through efficient and safe operations.
- Set and achieve high standards of program delivery and customer experiences.
- Staffing and team performance, including recruitment, appointment, training and supervision of casual staff, volunteers and officials.
- Use, implement, monitor and continually improve guidelines, procedures, rules and regulations, competition fixturing and risk management plans.

Maintain a focus on maximising student engagement and participation across program offerings.

Apply, leverage and advance the use of technology to improve the customer experience, program safety and improve business efficiencies.

Assist to meet established budgets, including all income generation, costs of sales and budget expenditure associated with the delivery of the sporting competitions and programs.

Assist with weekly, monthly and annual reporting including; assessment, finance, statistics and quality of service.

Establish direct relationships with key customer groups such as school administrators, teachers, heads of sport, community groups and other similar groups who, in acting as advocates for programs, increase registration/participation numbers.

In collaboration with UWA Sport marketing team, assist with the development and implementation of marketing and promotion activities and schedules.

Other – 15%

Actively promote the student engagement opportunities through external events like UWA Open Day.

Assist with the promotion of sport, fitness and recreation programs, services and facilities.

Be an integral part of the UWA Sport team.

Assist in the delivery of key events.

Other duties as required by the General Manager of UWA Sport.

Occupational Health and Safety - 5%

Comply with the University's, UWA Sport and other regulatory bodies' policies and procedures.

Take reasonable care to ensure personal health and safety in the workplace.

Specific work capabilities (Selection criteria)

Qualifications

Relevant degree, diploma or extensive experience in Sports and Recreation or relevant associated field.

Experience

Sports competition/league management and/or recreation program delivery experience.

Demonstrated experience in stakeholders and customer relationship management.

Experience at the supervision of casual staff and volunteers.

Demonstrated event management and coordination from concept to delivery.

Well-developed communication, negotiation and inter-personal skills.

Experience delivering outcomes within resource allocation and budget.

Competent in the use of computers and a good understanding of their application in the sport and recreation industry. Ability to demonstrate initiative and flexibility.

Knowledge

Good knowledge of the Sport and Recreation industry.

Broad knowledge of the Health and Fitness industry

Understanding of occupational safety and health issues.

Sound knowledge of the university and/or university sports sector.

Other

National Police Clearance.

Working with Children.

A Class C Licence First Aid Certificate (Desirable)

Contact details

Applications must be submitted to admin@sport.uwa.edu.au and the selection criteria must be addressed, as well as a cover letter.

Any applicant questions about the role can be directed to Sumari Dunn at admin@sport.uwa.edu.au

Applications close 12pm, 9 August 2017

Position classification – salary level 4