

# Position Description



<b>Position</b>	<b>Sport Department Assistant</b>
<b>Purpose of position</b>	The <b>Sport Department Assistant</b> provides administrative, physical and developmental assistance to the key personnel responsible for the organisation and management of the St Peters P-12 sporting programs.
<b>Position type</b>	Corporate
<b>Related positions:</b>	
Primarily reports to	Assistant Director of Sport
Dotted line reporting	Director of Sport
Key stakeholder(s)	Director of Sport, Girls/Boys/Primary Sport Coordinators
Direct people manager for	NA

## Position Deliverables

### Key focus area: **Weekly Clerical Support**

#### Responsibilities

- Provide general office and clerical support for the Sports Department. This includes word processing, information organisation, community correspondence and coach database management.
- At times, be the important first point of contact for the Sport Department. This includes student enquiries, liaising with other College departments, managing parent emails and phone calls.
- Purchasing and ordering of new equipment for the Sports Department. This includes equipment for training and matches, playing uniforms for students and staff and hiring of sports facilities.
- Organising design and ordering of uniforms for St Peters Sport Staff and 1<sup>st</sup> & Open Sporting Teams.

### Key focus area: **Weekly/Annual Tasks**

#### Responsibilities

- Assist the Director of Sport and Girls/Boys/Primary Coordinators in the organisation, set up and planning of weekly sporting fixtures. This includes Inter-House, AIC, QGSSSA and BSRA events.
- Liaise and communicate with Sport-specific Coordinators to help facilitate the delivery of training and matches through each term.
- Assist in the planning, preparation and delivery of Inter/Intra School Carnivals including St Peters, District and Regional events.
- Carry out regular maintenance and safety checks of all sporting ovals, courts, facilities, and sport vehicles in line with current WH&S requirements.
- Organise appropriate repairs/updates for St Peters sporting facilities and equipment,
- Other duties as determined by the Director of Sport.

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### Key focus area: **Representative Sport**

#### Responsibilities

- Oversight of the District, Regional and State Representative sports program for both boys and girls Years 5 – 12. This includes Northern Eagles, Metropolitan West and Queensland School Sport nominations and maintaining accurate records of students who gain further representation (School Sport Awards).
- Attend meetings and be a member of the Northern Eagles District Sport Committee. This includes District and Regional Carnivals, supporting students and staff in the planning, preparation and delivery of these meets.

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**Key focus area:** All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour.

#### Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos:
  - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required.
  - Demonstrates professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication.
- Uphold Code of Conduct and Valuing Safe Communities standards
- Health and Safety:
  - Take reasonable measures to protect their own health and safety and others.
  - Follow all reasonable Health and Safety policies, guidelines and directions.
  - If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
- Understand and uphold standards in policies and other reasonable directions as directed.
- Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement.
- Actively and effectively participates in reasonable directions provided.

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## Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

**SC1:** Applicants with a background or experience in the Sports Industry or in a school sport environment will be highly regarded.

**SC2:** Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision.

**SC3:** Must have strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.

**SC4:** Must have strong communication skills - both oral and written (ability to relate well on phone and with staff and students).

**SC5:** Must have strong computer skills in all Microsoft applications and database experience.

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**All employees**

**SC-E1: Personal capabilities**

- Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct.
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College’s strategic and operational objectives and values.

**SC-E2: Christian Ethos**

- An understanding of respect and demonstrable support for the College’s Christian ethos.
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## General Requirements

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**Compliance Requirements**                      Right to Work in Australia  
Blue card

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**Terms and conditions**                      **Enterprise Agreement Classification:** School Officer Level 4.1  
**Working arrangement:** Casual

Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.

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**Location:**                      **Indooroopilly:** 66 Harts Road, Indooroopilly QLD 4068  
**Springfield:** 42 Wellness Way, Springfield Central QLD 4300

All employees are required to travel to different locations to fulfil the requirements of their position.

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**Effective as at: 09 May 2023**