



Position Description: Sports Facilities Officer

Position Objectives:

The Sport Facilities Officer is committed to the College's vision and mission and is responsible for the bookings, maintenance, safe operation, and management of the College's Sports Facilities across all campuses.

Incumbent:

Reports to:

Building and Facilities Manager

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

Key Responsibilities:

Leadership	<ul style="list-style-type: none">• Demonstrate commitment to the College vision and mission.• Support the promotion and implementation of the strategic directions of the College.• Enhance and embrace the position of the College as a leading provider of education to boys from P-12.• Provide direction to all users of the College's sports facilities
Facility Management	<ul style="list-style-type: none">• Routine assessment and compliance checks of the College's Sports facilities, working in conjunction with Building Services and Grounds.• Manage bookings for the school's sporting facilities• Work with finance to ensure all invoices are issued and paid• Liaise with the Deputy Principals and Dean of Sport in managing Old Collegians' sporting group bookings, ensuring current student have first priority of facilities• Ensure all users of the facilities are inducted into safe operation.• In conjunction with the Sports Department, Building Services, and Grounds, ensure facilities are set up appropriately for Saturday morning sport across SKC venues. (including scoreboards/ marquees etc.)• With Deputy Principal (Operations), liaise with Traffic control and vendors for both Heyington and Tooronga for Saturday morning sport• Work to integrate appropriate software to ensure effective communication, transparent booking system and co-ordinated use of all SKC sporting facilities• Provide a weekly report to the College Operations Team of facility use
Pool Facility Management	<ul style="list-style-type: none">• Liaise with external providers to coordinate daily testing, which includes the following: Water Quality, Pool Plant Maintenance and servicing, and chemical ordering• Coordinate with Building Services and Cleaning contractors the maintenance and cleaning of the pool and aquatic facilities and equipment



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	<ul style="list-style-type: none">• Liaise with external contractors for pool plant maintenance and servicing, and ensure all equipment and related work comply with the relevant legislative requirements.• Ensure that the pool meets all council safety regulations, including annual registration
Relationship Management	<ul style="list-style-type: none">• Work co-operatively with the Assistant Dean of Sport (Operations), the Head of Aquatics, the Building Services Manager, the Grounds Manager, the College staff, and the students• Be responsive to email requests with timely communication around facilities that builds and maintains healthy relationships with all stakeholders• Build relationships with user groups to ensure equitable access to College facilities
Risk Management	<ul style="list-style-type: none">• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Safety	<ul style="list-style-type: none">• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety.• Assist in the provision of a child-safe environment for students.• Lead regular risk assessments of College sporting facilities to ensure compliance with Child Safe Standards and contribute to a safe environment for all students.• Demonstrate duty of care to students in relation to their physical and mental wellbeing• Coordinate scheduled risk assessments across all sporting, outdoor and changing spaces to ensure requirements remain current and any issues are escalated and actioned.
Professional development	<ul style="list-style-type: none">• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	<ul style="list-style-type: none">• Abide by the St Kevin's College Code of Conduct.• As required, attend College meetings, conferences and after school events, faith days and liturgies.• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal or Deputy Principal (Operations)• Be available on call during the term break and other 'out of school hours' times for situations that may arise• Demonstrate professional and collegiate relationships with colleagues• Other duties as directed by the Principal and their delegates
Selection Criteria:	
Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• A demonstrated understanding of the mission and vision of the College



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Commitment to Child Safety	<ul style="list-style-type: none">• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential</p> <ul style="list-style-type: none">• WWCC• National Police Record Check• Level 2 First Aid Certificate including CPR and Anaphylaxis• Pool Lifeguard qualifications• Child Safe Mandatory Reporting Certificate• Experience working as a facilities manager• Medium-level computer skills• Experience with Facility Management Software <p>Desirable</p> <ul style="list-style-type: none">• Victorian Light Rigid Licence• Aquatic Technical Operator
Skills and Attributes	<ul style="list-style-type: none">• Ability to work as part of a team• Presents a professional and positive demeanour and is a solution orientated person• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility• Demonstrates a respect for and acceptance of difference in staff• Well-developed decision making skills and demonstrated ability to think strategically and analytically• Excellent communication skills• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities• Ability to work varying hours as determined by the Principal or their delegates