

Sports & Recreation

Assistant- CALD



Curtin University

POSITION NUMBER	3573129	SCHOOL/AREA	Curtin Sport & Recreation – Student Experience	
CLASSIFICATION		FACULTY	Office of Deputy Vice Chancellor, Academic	
LINE MANAGER	Sport & Recreation Manager		POSITION NUMBER	134192K
PURPOSE OF POSITION				
<p>The primary role of the Sports & Recreation Assistant is to provide administrative, promotional and logistical support to the Sports Program Coordinator, Recreation Program Coordinator and Sports & Recreation Manager in the delivery of the various sports, recreation programs and activities organised for the Curtin Community.</p> <p><u>Overview of Curtin Stadium</u></p> <p>Curtin Stadium is a self-funding business unit of Student Experience. All income generated is utilized towards operating, maintaining and developing the facility, programs & services.</p> <p>Curtin University Sport and Recreation manage University sporting facilities, services and programs for students, staff, alumni and the broader community. Curtin Stadium is the home of sport and recreation administration, housing the main sports arena, health & fitness centre, multipurpose courts and the Dome.</p> <p>Our purpose is to make tomorrow the best we possibly can by providing quality active lifestyle opportunities for the Curtin community. Our mantra is to inspire healthy lifestyle choices for life. We do this by being accountable, united and supportive because we are trustworthy, collaborative, excellent and genuine. This is our agreed trademark and this is the expectation of prospective staff at Curtin Sport and Recreation.</p>				
KEY RESPONSIBILITIES AND ACCOUNTABILITIES				
<ul style="list-style-type: none">Assist the Recreation Program Coordinator with the delivery of evening social sports.Assist the Recreation Program Coordinator with the delivery of Carnaby Kids School holiday sports programs, Curtin Experiences recreational program and other recreational activityProvide assistance in the delivery and development of sports & recreation programs at Curtin Stadium.Set up and pack away courts and grounds as required on a day- to-day basis.Provide administrative support to the Sport & Recreation Manager, including statistical information, annual reporting, policy, and facility bookings.Research and understand the sport and active recreation requirements or barriers to participation for Indigenous and CaLD student cohorts.Support the Sports and Recreation Manager in planning, promoting and implementing strategies that increase and enhance Indigenous and CaLD student participation in physical activity.As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University’s Values and Signature Behaviours.Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.				
KEY PEOPLE INTERACTIONS				
<ul style="list-style-type: none">Student ExperienceStudent GuildOccupational Safety and Health and Risk ManagementPeople and CultureCorporate RelationsAlumni RelationsFacultiesPropertiesVenuesGroundsSecurityFinancial Services			<ul style="list-style-type: none">West Australian Local Government AuthorityAustralian Performing Right AssociationRisk CoverOutside Tertiary InstitutionsCommunity Volunteers/CareersMICEPIAFPerth Convention BureauState sporting associations	
POSITION/ORGANISATIONAL UNIT DIMENSIONS				
<p>Curtin Stadium is a self-funding business unit of University Life / Student Experience. All income generated is utilised towards operating, maintaining and developing the facility.</p> <p>Annual Turnover: \$3 Million</p> <p>Staffing: Head count of up to 120 staff (including seasonal staff)</p>				

Facilities:**Curtin Stadium Building:**

- Stadium Main Gym (Fitness Centre)
- Studio
- Group Fitness Room (group fitness classes)
- Spin Room (cycling classes)
- 3 x Indoor multi use Sports Courts – marked for basketball, netball, volleyball, badminton (Alternative use; events with 2,446 capacity seating)
- Seminar Room multi-functional use
- Dome – flat surface multi-use facility
- Outdoor multi use 4x tennis / 4x netball courts
- Beach volleyball courts x 2
- Sports Grounds
 - South Oval (soccer / Australian rules football)
 - Edinburgh Oval (North) – (soccer / rugby)
- Training / playing lighting – South Oval and Edinburgh Oval (North)
- Recreational Ground - Edinburgh Oval (South)
- Sports Pavilions/Club Rooms/ Active playing ovals

For further information visit www.curtinstadium.edu.au

Organisational Chart (attached)**CRITERIA**

Qualifications	1. Completion of Year 12 with relevant work experience; or equivalent relevant experience or combination of relevant experience and education/training.
Knowledge, Experience and Skills	2. Demonstrated computer literacy, showing sound skills in standard Microsoft Office applications (eg. Word, Excel and Outlook.) Other CRM, fixturing or leisure centre management software experience an advantage but not essential. 3. Demonstrated effective self-reliance skills including time management and organisational skills ability to meet deadlines, proven scheduling/prioritisation skills and initiative. 4. Effective oral and written communication skills with cross cultural sensitivity. 5. Demonstrated ability to work autonomously as well as effectively as a team member.
Desirable	1. Demonstrated interest and participation in sports & recreation and up to date knowledge of industry standards trends 2. Demonstrated ability to work with children 3. Demonstrated knowledge of and prior experience in organising sporting and recreational competitions and activities. 4. Understanding of social media channels and platforms as a tool for communication and promotion

WORK REQUIREMENTS

- A level of fitness commensurate with the position.
- Ability to work outside of normal office hours when required.
- Occupants of this position has been identified as requiring a Working with Children Check (WWC) therefore the occupant will be required to provide a valid WWCC card in accordance with University Policy.
- Current First Aid Certificate.

COMPLIANCE & LEGISLATIVE REQUIREMENTS

Curtin Values: All staff must commit to and uphold Curtin's Values and Code of Conduct. For more information please visit: <http://www2.curtin.edu.au/strengthening-our-culture/values/index.cfm>

Occupational Safety and Health

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

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.

Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. The University is committed to gender equity and diversity.

Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.