



***schoolsport***  
AUSTRALIA

# ***INFORMATION PACKAGE***

***For the recruitment of***

***Executive Officer  
National Representative School Sport  
Committee and School Sport Australia***

## GENERAL INFORMATION

<b>Position</b>	Executive Officer
<b>Supervisor</b>	Board
<b>Date Prepared</b>	June 2019
<b>Approval</b>	Board
<b>Current Incumbent</b>	To be recruited

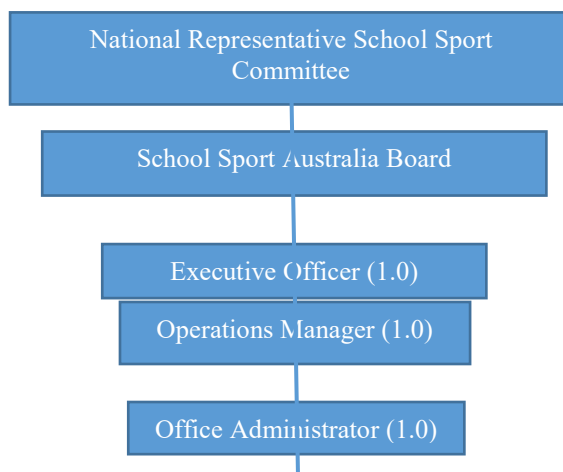
## ORGANISATION

Since its establishment in 1981, School Sport Australia (SSA) has been responsible for the development and promotion of school sport in Australia. This has been achieved through the work of its State Member bodies which have accepted the responsibility of implementing School Sport Australia programs, assisting in policy development and providing, through their individual state networks, the maximum number of opportunities for students to participate in the broadest possible range of sporting activities.

The focal point of School Sport Australia activities is interstate competitions offered at both 12 & Under and 13-19 year levels. These are the culmination of state based programs and offer the gifted and talented students the opportunity to participate in higher levels of sporting competition. These events are an integral part of the School Sport Australia program, not only for their sporting benefits, but also for the immense educational, cultural and social benefits they provide for the participants.

In 2012, following an independent review of Governance arrangements for the School Sport Australia, the Australian Education and Early Years Senior Officers Committee established the National Representative School Sport Committee (NRSSC) to assume governance responsibilities of School Sport Australia.

## ORGANISATIONAL CHART



## PURPOSE OF POSITION

As Executive Officer you will be responsible for overseeing the day-to-day management of SSA and be accountable for driving and delivering the educational, commercial and strategic priorities as agreed with the SSA Board. This will require demonstrated high level leadership and management skills in ensuring the effective provision of School Sport Australia Interstate programs across Australia.

The Executive Officer also serves a secretariat function for the NRSSC and carries out any instructions from the Committee.

Expertise in the strategic development and management of relationships with key community partners, senior management and external stakeholders is necessary.

Also important to this role, is demonstrated experience with policy development, budget and financial plans, tender processes and contract management.

This role requires working under the direction of the Board of School Sport Australia and the line manager, being the President of SSA

## APPLICATION

### To apply please attach the following:

- a brief resume including contact details for 2 referees (referees will only be contacted after notification of Interview and if required)
- a maximum 3 page written response outlining your suitability for the role referring to the key responsibilities below in context with the outlined personal attributes and position purpose
- No more than 3000 words in total.

All applications are to be submitted electronically to the Panel Secretary at **bsm@beenleighshs.eq.edu.au**.

**Contact Name:** Any contact is to be through the email above.

**Closing Date:** Friday, 20 September 2019

## POLICIES

All policies of the organisation apply to all employed staff;

## KEY RELATIONSHIPS

<b>People supervised</b>	Direct:	Office manager, Finance officer, National sports advisors
<b>Key relationships</b>	Internal : External:	Managers, employees, volunteers Members, suppliers

## KEY RESPONSIBILITIES

- Provide leadership to develop and reinforce the vision, mission and values of School Sport Australia.
- The development of a collaborative and aligned School Sport Australia organisation including delivery, management of control and reporting processes in support of delivering the strategic vision, objectives and operational plans.
- A strategic role requiring strong understanding of sport and education systems and demonstrated business acumen that has successfully driven and managed change.
- Successful lobbying to Government, be influential in negotiations with Sport Australia and National Sporting Bodies, articulate the importance of the SSA organisation, advocating its significant position in the sport and education environments,
- Unifying the member bodies and their delegated representative organisations and associations, developing collaborative and purposeful relationships with key stakeholders and developing financial stability.
- Establishment of systems to identify and manage risks within the risk management framework of the Risk management policy and report to the Board.
- Secretariat duties for the National Representative School Sport Committee.
- Other appropriate responsibilities assigned by the SSA Board or NRSSC.

## QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in education and/or sports management
- Extensive relevant experience in a related area of management
- A sound knowledge of school sport programs in education systems
- Experience in governance and delivery of organisational compliance
- An understanding of the sport & recreation industry and stakeholders at national, state and local government levels
- Previous experience and proven ability to think strategically and innovatively and manage a staff team.
- Proven ability to deliver best practice and innovative solutions to planning, management, financial and operational issues.

#### PERSONAL ATTRIBUTES

- A demonstrable passion for sport and a genuine understanding for the opportunities for educational, health, social and other benefits of participation in School Sport Australia activities.
- Strategic thinking, with the ability to create and articulate a vision and the capacity to plan and prioritise at the strategic level;
- Excellent demonstrated knowledge of governance, compliance, and risk management.
- Outstanding leadership skills, with the ability to build and communicate shared understanding of, the vision and purpose of the organisation.
- The ability to relate effectively and represent School Sport Australia to people at all levels including members, sporting organisations, Sport Australia, the education sector, local and state government agencies and all stakeholders
- Strong brand and positioning skills, with the ability to identify and develop commercial and marketing opportunities for School Sport Australia, delivering stable and diverse revenue streams.
- Effective presentation and communication skills and the ability to represent SSA in forums and meetings
- The ability to grow an organisation through steady and continuous improvement against established performance objectives.
- Financial management skills, including the capacity to interpret and report on financial accounts, with experience in the management of operating budgets of approximately \$700000 plus per annum.
- Proven capability to manage and conduct projects of a complex nature within timelines, defined budget and meeting reporting requirements.

#### OTHER REQUIREMENTS

- Performance measured and recognised on the delivery of the agreed goals
- Child Related Employment Screening or equivalent from State Authority
- Out of hours work may be required in order to meet the requirements of position Interstate travel may be required

NOTES