



Position Description

EXECUTIVE OFFICER

THE POSITION

Reports to: Chair, GippSport Board

Work location: GippSport currently has office locations at Latrobe Leisure Moe Newborough (Head Office), Bairnsdale, Sale and Inverloch.

Tenure: Subject to on-going government funding for core programs of VicHealth, Regional Sport and Recreation Program, Department of Health and Human Services and Good Sports. Any extension beyond this is subject to new or additional funding being secured by GippSport.

Classification and Remuneration:

The position is an annual contracted full-time position. The salary is determined by the GippSport Board.

Salary Range: \$ 90 000 - \$95 000 per annum (Dependent on ongoing funding for all current programs)

9.5% Superannuation and 17.5% Leave Loading

A fully serviced vehicle is available for professional and private purposes

Terms, Conditions Award: The *Social and Community Services (ACT) Award 2001* and the *National Employment Standards (NES)* are the minimum terms and conditions for this position unless otherwise specified.

Applications Close: Monday 8 January 2018 – close of business.

GIPPSPORT

GippSport's vision is to be the regional leader of Sport and Active Recreation in Gippsland.

Our mission is to advance the Sport and Recreation community by supporting participation in sport and active recreation and increasing the capacity and sustainability of sport to build a healthy, active and inclusive Gippsland.

A detailed Strategic Plan for 2017- 2020 has been adopted by the Board.

Our service region includes the local government areas of Bass Coast, Baw Baw, East Gippsland, Latrobe City, South Gippsland and Wellington.

GippSport is the Gippsland Regional Sports Assembly and is proud to represent the needs and aspirations of the sport and recreation, disability, community health and wellbeing sectors.

GippSport develops and uses its wide ranging networks, alliances and capacity to bring together diverse organisations to improve the health and wellbeing of people through participation in sport and recreation activities.

GIPPSPORT'S VALUES ARE:

INCLUSION, ACCESS, EQUITY, TRUST, RESPECT AND HONESTY

GIPPSPORT SUPPORTS:

- community sporting clubs, associations and local physical activity providers to enhance the delivery of active recreation opportunities and participation
- community development that results in more robust and healthy communities
- people with a disability and of all abilities to achieve their goals, aspirations and a healthy lifestyle
- aboriginal people to engage in community sport and recreation
- strong partnerships with all Gippsland local government areas especially in the development and implementation of their Municipal Public Health and Wellbeing Plans.

GippSport works closely with state and local government authorities and other non-government organisations to facilitate, and at times, deliver a range of physical activity and health promotion initiatives.

POSITION OBJECTIVES

The position is responsible for providing leadership to the attainment of GippSport's Strategic Plan and work plan objectives relating to the VicHealth Regional Sport Program, Supporting Victorian Sport and Recreation Program, Koolin Balit (Deadly Sport Gippsland) and Good Sports Program.

The fundamental objectives of the position are to:

- provide leadership to all GippSport staff members to develop and implement a range of programs, services and projects that deliver the strategic direction of the organisation.
 - provide leadership to build the capacity of community organisations and local sporting clubs, associations, agencies in the Gippsland Region.
 - provide opportunities and environments for increased participation in sport, recreation and physical activity.
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KEY RESPONSIBILITIES AND DUTIES

Executive Officer Roles and Responsibilities

- ensure the implementation and evaluation of GippSport's Strategic Plan
- ensure the development, implementation and improvement of program plans to achieve the overall outcomes of all funded programs
- ensure all staff develop, report and work within program budgets in all funded programs
- ensure all annual reporting processes, including financial audit, are completed and delivered, to the GippSport Board and members
- establish and maintain service agreements, contracts and associated reporting requirements
- seek and establish grants and funding opportunities required to meet the outcomes of the programs
- develop productive working relationships with key stakeholders including all levels of government and sport and recreation organisations and other organisations as required
- identify key issues, service gaps, and service development opportunities
- assist all GippSport staff in developing individual and team goals and work towards their achievement
- undertake actions to enable information sharing, communication and collaboration
- involvement in planning processes and activities with organizations such as Regional Sport Victoria (RSV), State Government, State Sporting Associations, Vicsport, Primary Care Partnerships (PCP), Local Government, Neighborhood Houses, Latrobe Health Assembly and Australian Sports Commission programs.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chair GippSport Board

Positions Reporting to Executive Officer: Program leaders, program coordinators, administrative officers, volunteers, contractors and people on placement as part of the Team

Internal: All other GippSport teams, staff, clients, volunteers and Board Members (as required)

POSITION CAPABILITY FRAMEWORK

The position has been assessed as a Level 4 of the “Community Sector Capability Framework 2010”

The successful incumbent will be chosen, and performance evaluated, on their capabilities to operate as described in the following nine streams:

1. COMMUNITY AND INTER-AGENCY RELATIONS

- **Networks and stakeholders** – Creates and sustains dynamic, strategic and productive relationships with key stakeholders
- **Community** - Advance organisational objectives and champions important issues with key stakeholders
- **Partnerships and collaborations** – Negotiates and builds fruitful formal and informal partnerships to achieve strategic objectives and improve client and member outcomes
- **Knowledge of community** - Maintains high level awareness of sector and current issues that affect clients and members
- **Social justice** - Demonstrates commitment to social justice and social inclusion

2. PROFESSIONALISM

- **Time management** – Designs own approaches for excellent performance and structures time and tasks to achieve prioritized outcomes
- **Ethics** – Models organizational values and preferred behaviours and promotes Code of Conduct
- **Taking responsibility** – Accepts responsibility for organization’s positive and negative outcomes
- **Problem solving** – Sees emerging problems for the organization and takes proactive steps to ensure that risks are managed
- **Initiative and enterprise** – Envisions new and innovative possibilities and actions those with significant organizational benefits

3. COMMUNICATION

- **Advocacy** – Expresses confident and cogent public messages when advocating and negotiating for client/members and organizational issues
- **Written communication** - Writes succinct and lucid reports and documents for Board, funding bodies and key stakeholders

- **Verbal communication** – Provides considered responses and clear messages to inspire trust and confidence of others
- **Public speaking** – Adapts presentations to engage different audiences and obtain their support
- **Interpersonal skills** – Motivates others through personal interactions

4. LEADERSHIP AND TEAMWORK

- **United vision** – Champions vision and mission
- **Strategic focus** – Establishes systems to support and evaluate strategic plan
- **Team dynamics** – Engenders organizational synergy and a spirit of collaboration
- **Conflict management** – Operates in political environments and key networks and negotiates for win-win outcomes
- **Diversity/different styles** – Develops and models own leadership style

5. RESOURCES, ASSETS AND SUSTAINABILITY

- **Revenue raising** – Negotiates for resources with government, philanthropic agencies or other sources of revenue and invests responsibly
- **Financial management** – Oversees organizational budget and key program budgets, reviews financial performance and ensures availability of adequate resources
- **Procurement** – Reviews major purchases and ensures value for money is achieved
- **Equipment and assets** – Build organization's assets base to support service delivery
- **Sustainability** – Ensures financial and organizational sustainability through a range of strategies including competitive and collaborative approaches

6. SERVICE DELIVERY

- **Reflective practice** – Supports managers to establish innovative and effective models of service delivery
- **Knowledge of client/member issues** – Maintains high level awareness of client/member issues as impacted by political, economic, social and technological change
- **Client/member outcomes** – Fosters a culture of excellence in service delivery
- **Diversity** – Champions respect for diversity and importance of culturally appropriate behaviours
- **Client confidentiality and dignity** – Fosters a culture of respect for clients/members dignity

7. PROGRAM MANAGEMENT AND POLICY DEVELOPMENT

- **Policy development and implementation** – Establishes policy framework to support Board strategy and decision- making and fosters staff support for policy implementation
- **Program development** – Establishes targets for program areas and encourages strong results; and supports the development of new programs

- **Achieving results** – Supports program managers and conducts campaigns to assist program activities
- **Contract management** – Negotiates and establishes contracts, and maintains relationships with key stakeholders
- **Complaints handling and continuous improvement** – Encourages continuous improvement and establishment of systems for feedback and review

8. CHANGE AND RESPONSIVENESS

- **Change management** – Keeps informed of changing political, economic, social and technological contexts and designs responsive change management strategies
- **Multi-skilling** – Encourages multi-skilling, flexibility and learning from others
- **Creativity and innovation** – Encourages creativity and innovation in the workplace
- **Technology** - Promotes the use of new technologies to enhance business practices
- **Learning and development** – Fosters a culture of life-long learning

9. GOVERNANCE AND COMPLIANCE

- **Strategy** – Establishes and review systems to support Board’s strategic plan and achieve organizational goals
- **Quality** – Establishes and reviews quality systems and organizational standards
- **Risk management** – Establishes and reviews risk management systems
- **OHS** – Establishes and reviews OHS systems to address organizational requirements
- **Legislation and compliance** – Establishes systems to ensure legislative and licencing compliance

KEY SELECTION CRITERIA

SPECIALIST KNOWLEDGE AND SKILLS **(APPLICANTS MUST ADDRESS ALL SELECTION CRITERIA)**

- **Highly developed interpersonal and communication skills and the ability to lead a team**
- **Demonstrated knowledge of the Sport and Recreation sector and the ability to work closely with, and provide advice to key stakeholders**
- **Demonstrated knowledge and skills in Community Development and Health Promotion**
- **Demonstrated capability to lead, develop, coordinate and implement projects, including, monitoring and evaluation of projects and staff, budgetary and human resources management**
- **Demonstrated ability to communicate effectively and work with people of all abilities**
- **Highly developed information technology skills and knowledge**

QUALIFICATIONS AND/OR EXPERIENCE

- Appropriate tertiary qualifications and /or experience in leading a diverse team in the sport, recreation, health promotion, community development, allied health or disability sectors.
- A passion for sport and recreation
- Proficiency in common business management systems and processes including: finance and budgeting; human resources; project management and information technology including computer packages such as Windows and Microsoft programs.
- Current Victorian Driver's licence
- Current "National Police Name Check"

USE OF VEHICLES

The position will require travel across Gippsland and it will be possible for the successful applicant to negotiate the use of a fully serviced vehicle for both work related and private purposes.

HOURS OF WORK

The hours of work will be 38 hours per week (full time).

Evening and weekend hours will DEFINITELY be required. Ongoing employment is subject to continued funding.

LOCATION

GippSport's Head Office is at Latrobe Leisure Moe Newborough

APPLICATION INSTRUCTIONS

Applications **addressing the key selection criteria** should be marked "**confidential**" and sent to:

Julie Foat
Chair – GippSport Board
GippSport
PO Box 63
NEWBOROUGH 3825

or if sending by e mail: chair@gippsport.com.au

PLEASE PROVIDE THE NAMES AND CONTACT DETAILS OF AT LEAST TWO (2) CONFIDENTIAL REFEREES

SHOULD YOU REQUIRE FURTHER DETAILS CONTACT JULIE FOAT MOBILE: 0402 300 976

APPLICATIONS CLOSE ON MONDAY 8 JANUARY 2018 AT CLOSE OF BUSINESS