



## Position Description

### Community Sport Planning Officer

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#### POSITION DETAILS

<b>Reports to:</b>	Senior Sports Consultant
<b>Work location:</b>	Gippsland: Latrobe City office
<b>Employment Type &amp; tenure (if applicable) :</b>	Part Time (0.8 EFT) until 31 March 2020. Further employment beyond this date is subject to GippSport securing funding.  The salary range is \$52,000 - \$61,815.52 per annum pro-rata plus 9.5% superannuation with 17.5% Leave Loading.
<b>Classification and Remuneration:</b>	The position is position classified under the Award as Level 2-3. The level will be determined depending on qualifications and experience of the successful candidate.
<b>Terms, Conditions Award:</b>	The <i>Social Community Home Care &amp; Disability Services Industry Award 2010</i> (the Award) and the <i>National Employment Standards</i> (NES) are the minimum terms and conditions for this position unless otherwise specified.
<b>Date (Created or reviewed)</b>	September 2019

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#### GIPPSPORT

GippSport is the peak body for community sport 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 the sport sector to build a healthy, active and inclusive Gippsland.

GippSport is one of nine Regional Sports Assemblies across regional Victoria whose primary aim is to assist in facilitating the development of quality sporting and recreational opportunities for the communities they service.

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.

#### **Our values are:**

Inclusion; access; equity; trust, respect and honesty

#### **We support:**

- 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; and,
- Strong partnerships with all Gippsland local government authorities especially in the development and implementation of their Municipal Public Health and Wellbeing Plans.

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## **POSITION PURPOSE**

GippSport's consultancy, GippSport Community Solutions, provides bespoke & niche project outcomes for key community sport stakeholders. These include, but are not limited to, State Government, State Sporting Associations, Local Government as well as community sport leagues, associations and clubs.

The consultancy is 100% funded on the project work secured by the team, this work is differentiated from the project work funded through GippSport's service agreements with various State Government departments and subsidiaries.

This position has been created to support implementation of the Increasing Access to Sport Project, which has been funded by the Latrobe Health Assembly as part of the Latrobe Health Innovation Zone. The project is exploring the barriers to sport for 12-18 year olds in the Latrobe municipality. The core role of this position is to coordinate consultation, document and analyse data, draft monthly progress reports, assist with the preparation of the project report, and test recommendations with identified community sport stakeholders.

The Community Sport Planning Officer will support the work being undertaken by the Senior Sports Consultant, in other consulting projects in the community development, sport & recreation sector, working individually, and with other GippSport staff as appropriate.

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## **KEY RESPONSIBILITIES AND DUTIES**

The Community Sport Planning Officer's responsibilities include:

### **Increasing Access to Sport - Project Implementation**

- Review existing project material and undertake further research as required
- Develop regular project updates for the sector & key project stakeholders.
  - Utilising the Speak Up platform and other social media posts to promote the project and any consultation being undertaken.
- Coordinate & facilitate community consultation and corresponding data collation & analysis
  - School focus groups
  - Community & sector surveying
  - Stakeholder forum
- Coordinate and lead sport specific consultation & focus groups as directed
- Maintaining very high standards of professionalism and quality in all dealings with stakeholders/clients and acting at all times in the commercial and reputational best interests of GippSport
- Investigate, innovate and plan the development of positive community sport solutions in consultation with the GippSport Community Solutions team

### **Administrative Duties**

- Accurately document all work undertaken in the MS TEAMS system or as otherwise directed
- Monitor performance of project against budgets and milestones as directed
- Maintain accurate records of daily activities as directed i.e. hours of work, travel, costs

- Actively search and seek funding to support current and future projects
- Support the team to market and promote GippSport Community Solutions through a range of mediums and mechanisms
- Provide administrative support to the Senior Sports Consultant as required
- Respond in a helpful and timely manner to community inquiries as authorised.

#### **Miscellaneous**

- Contributing to the development of GippSport more generally by participating in GippSport's strategy & staff meetings, undertaking developmental work on GippSport's services/programs and promoting GippSport to potential stakeholders/clients
- Work with GippSport's other project teams, subject to expertise and as required by the Executive Officer, in particular to maximise impact of outcomes of both consultancy & funded project work
- Represent GippSport in public forums and with stakeholders/clients, especially in the community sport & recreation sector
- Undertake all tasks in the full understanding of your obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace

#### **Other roles:**

- Attend relevant networking events and meetings on behalf of GippSport;
- Any other tasks as given by the Senior Sports Consultant
- Maintaining current knowledge of policies, programs and professional practice in the sport & recreation sector

As part of your role, you may be working with young people, some of whom may be vulnerable. It is your obligation to always ensure their safety and report any concerns that you have, in line with GippSport's duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks.

GippSport has zero tolerance when it comes to abuse of any kind and may take disciplinary or other appropriate action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

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## **ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Senior Sports Consultant

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

**Direct Reports:** Nil

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## **KEY SELECTION CRITERIA**

### **Specialist knowledge and skills**

- An interest and commitment to working in the community sport sector and on the sector's most important challenges. Knowledge of and interest in community development will be well regarded.
- Highly developed ability in project management

- Ability to manage multiple projects and coordinate conflicting priorities to meet strict deadlines
- Demonstrated knowledge of sport, recreation & leisure planning, community infrastructure development with an understanding of State & Local Government environments
- Demonstrated knowledge of the Australian & Victorian sport structure with a particular emphasis on Regional Victorian sport structures
- Demonstrated ability to seek and obtain funding for projects and programs through a range of opportunities

### **Experience**

- 5 years' + experience in the community sport & recreation sector and/or consulting experience (combination preferred)
- Demonstrated experience in leading and coordinating workshops and consultation
- Experience in working on multiple projects simultaneously is required
- Highly developed and extensive personal & professional industry networks

### **Formal Qualifications**

- Strong academic record
- Completion of a degree (e.g. Sports Management, Business, Recreation/Leisure planning, Project Management) with relevant work experience or an equivalent combination of relevant experience and/or education training
- Working with Children's Check, satisfactory National Police Records check & Victorian Driver's License are essential.

**Please consider the roles & responsibilities section above when formulating your responses to the key selection criteria.**

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## **Our preferred candidate will have the following:**

### **Personal Skills**

- Planning
  - Ability to perform duties, organise, prioritise and meet deadlines in a busy environment with multiple and conflicting demands
  - Capacity to balance the need to operate independently or work as part of a team, as tasks require
- Team Building
  - Ability to provide reliable support to all team members and maintain a positive team spirit
- Communication
  - Ability to communicate effectively both internally and externally
  - Proficient and confident public speaker
  - Excellent public facilitation and workshop skills
  - Well-developed written skills with a high attention to detail
  - Be confident and regarded as an industry thought leader
- Problem solving

- Proven ability to respond appropriately showing initiative in difficult or high pressure situations
- Demonstrated decision making and problem solving skills, which accommodates organisational values
- Interpersonal
  - Well rounded inter-personal skill set, including conflict resolution skills, with capacity to build strong team relationships, work effectively in a team environment and initiative process improvements where required
  - Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly
  - Ability to empathise with community stakeholders to best facilitate project co-design processes
- IT (Microsoft App Suite & other)
  - Highly developed skills in MS Office Suite, other MS apps (MS Teams)
  - Accurate typing & report writing
  - Intermediate IT knowledge and troubleshooting skills

### **Behavioural Skills**

- Highly self-motivated and proactive, efficient in the implementation of administrative duties
- Team player: ability to work effectively as a member of a passionate, dedicated and hardworking team.

**Please consider the roles & responsibilities section above when formulating your responses to the key selection criteria.**

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## **Additional Information**

### **TRAVEL & USE OF VEHICLES**

The position will require extensive travel.

The successful candidate will have the opportunity to negotiate the use of a GippSport vehicle for work and private use in accordance with the GippSport Vehicle Usage Policy.

Where private cars are used, reasonable work related travel expenses will be reimbursed as designated under the Award.

### **HOURS OF WORK**

The hours of work will be 32 hours per week with time in lieu on an hour for hour basis.

Due to the nature of this work evening and weekend work will definitely be required.

If further information is required please contact:

**Michelle Harris, Senior Sports Consultant**

**M: 0458 145 596**

**E: [michelle@gippsport.com.au](mailto:michelle@gippsport.com.au)**

**I confirm that I have read the above job description and understand my responsibilities as a  
Community Sport Planning Officer with the Gippsport Community Solutions Team**

\_\_\_\_\_  
**Signature of Community Sport Planning Officer**

\_\_\_\_\_  
**Date**

**Print Name** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Executive Officer**

\_\_\_\_\_  
**Date**

**Print Name** \_\_\_\_\_