

Role Description – Sport Administrator

Title:	Sport Administrator		
Division:	Member Services		
Department:	Sport		
Location:	West Burleigh Office, Gold Coast, Queensland		
Reports to:	Sport Manager		
Direct reports:	Nil		
Key Liaisons:	State Sports Officer, Sport Development Coordinator, Sport Event Coordinator, External Sport Advisors, Club and Branch Administrators		
Approved Divisional Manager:	Name: Des Kerr	Signature:	Date:
Approved CEO:	Name: John Brennan	Signature:	Date:

Organisational Profile

Our Vision Zero preventable deaths in Queensland public waters.

Our Leadership Values As the peak authority on coastal safety, we are committed to leading by example, developing industry-best practice and setting high benchmarks for ourselves and each other.

Community: We aim to strengthen communities through excellence in service, advocacy and inclusiveness, underpinned by a firm commitment to continuous improvement across all levels.

Safety: We aim to prioritise safety at all levels while, at the same time, taking responsibility for the health and well-being of our colleagues, volunteer members and the communities we serve.

Trust: We recognise that trust and accountability are the cornerstones of our organisation, and seek to build workplace integrity through high professional standards, open and honest communication, and always delivering on our commitments.

Respect: We will treat each other with respect, value each other's contributions, and celebrate our colleagues and members who strive for excellence.

Teamwork: We will work collaboratively to combine our strengths and knowledge in the best interests of the organisation and its members.

Our Commitment

We will always do what we say we will do

We will always acknowledge performance excellence and support the people who strive to achieve it

We will positively embrace change

We will share responsibility for open and honest communication and collaboration

We will be accountable to our customers for the delivery of outstanding service

We will always positively protect and promote our brand and its values

Our Strategic Imperatives

Committed – to our Community

Connected – to our People

Effective – in our Business

Sustainable – for the Future

Position Outline

To provide administrative support to the Sports team, manage the administration process for State run events and coordinate the accreditation administration process for officials.

Key Results Area – ADMINISTRATION

Key Performance Indicators

TARGET

- To *provide* administrative and secretarial support to the Sports Manager (SM).
- To *provide* administrative support to the Sports Officer and other advisors.
- To *maintain* all sports files, records and databases.

- As required, within specifications and timeframe.
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- Event folders must be kept up to date and results are filed following the event.
- Official's information is updated in the database monthly.
- Directories, files, pending files, databases and correspondence is maintained accurately on a monthly basis.

<ul style="list-style-type: none"> To <i>prepare</i> and <i>coordinate</i> the distribution of circulars, memos, bulletins and carnival entries. 	<ul style="list-style-type: none"> All sport documents to be circulated within specified timeframes to all Clubs, Branches and officials.
<ul style="list-style-type: none"> To <i>provide</i> support to the Surf Sports Committee and panels. 	<ul style="list-style-type: none"> Call for agenda items 1 month before meetings Agenda provided 2 weeks before meeting Flights and accommodation to be finalised prior to the meeting and minutes are provided 1 week following the meeting. As required, minutes are recorded accurately and distributed to attendees within 7 business days.
<ul style="list-style-type: none"> To <i>coordinate</i> all Sport related travel and accommodation arrangements under the direction of the SM. 	<ul style="list-style-type: none"> Ensure ensure flights, accommodation and hire vehicles (if necessary) are booked accurately as required. Provide travel arrangements to the traveller at least 3 days prior to their flight. The most economical travel arrangement is sought.
<ul style="list-style-type: none"> To <i>provide</i> assistance on special projects. 	<ul style="list-style-type: none"> As required, within specifications and timeframe.
<ul style="list-style-type: none"> To <i>maintain</i> the Incident Report Database for all SLSQ run Sport Events. 	<ul style="list-style-type: none"> All Incident Report logs to be entered onto the database within 1 week of the event completing for all SLSQ run events.
<ul style="list-style-type: none"> To <i>complete</i> ad hoc projects as requested by the Sports Manager. 	<ul style="list-style-type: none"> As required, within specifications and timeframe.
Key Results Area – EVENT ADMINISTRATION	
Key Performance Indicators	TARGET
<ul style="list-style-type: none"> To <i>assist</i> with organisational matters associated with the conduct of Sports events such as championships and official’s conferences. 	<ul style="list-style-type: none"> Tasks allocated are completed as requested and within the requested time frame.
<ul style="list-style-type: none"> To <i>coordinate</i> all pre-event, during event, and post event administration, including coordination of club nominations, official’s appointments, timetables for state run carnivals, entries bulletins/final bulletins. 	<ul style="list-style-type: none"> Information is up to date and accurate Information is provided and distributed as per event timeline spreadsheet.
<ul style="list-style-type: none"> To <i>coordinate</i> all pre-event administration 	<ul style="list-style-type: none"> Information is up to date and accurate Information is provided and distributed as per event timeline spreadsheet. Club nominations, official appointments, timetables and bulletins are in line with

	<p>SLSQ standards</p> <ul style="list-style-type: none"> To maintain the SLSQ website and Members Portal with carnival calendar, circulars, bulletins and other relevant up to date information.
<ul style="list-style-type: none"> To <i>coordinate</i> all during event administration 	<ul style="list-style-type: none"> To <i>maintain</i> the SLSQ website and Members Portal with carnival results, carnival calendar, circulars, bulletins and other relevant up to date information.
<ul style="list-style-type: none"> To <i>coordinate</i> all post event administration 	<ul style="list-style-type: none"> All results will be posted on the SLSQ website with nil errors within 2 business days of an SLSQ run carnival completing.
<ul style="list-style-type: none"> To <i>organise</i> sport related awards for the annual SLSQ Awards of Excellence. 	<ul style="list-style-type: none"> Collate branch winners and provide to the Meritorious Sports Committee within the time frame allocated and collate votes. Provide information to team organising awards as requested and within specified timeframe.
Key Results Area – MARKETING & PROMOTIONS	
Key Performance Indicators	TARGET
<ul style="list-style-type: none"> To <i>assist</i> with the planning and production of competition calendar and event posters. 	<ul style="list-style-type: none"> All events are registered in the competition calendar and posters provided to Clubs and Branches.
<ul style="list-style-type: none"> To <i>provide</i> support material for Junior and Senior championships. 	<ul style="list-style-type: none"> All timetable, Draft competitor lists and official appointments are provided to the required people i.e. Officials, Team Managers and Clubs 10 days prior to the carnival.
Key Results Area – DEVELOPING OFFICIALS	
<ul style="list-style-type: none"> To <i>plan</i> and <i>co-ordinate</i> level 2 official courses 	<ul style="list-style-type: none"> One Level 2 official course every two years for state-wide Surf Official Accreditation Programs. All entry/orientation Level 2 programs are arranged with necessary resources, facilitators, catering and logistics provided at least 2 weeks prior to event.
<ul style="list-style-type: none"> To <i>manage</i> the state-wide QLD Official Accreditation process. 	<ul style="list-style-type: none"> Confirm all applications are correct; follow up any discrepancies and send officials details to SLSA upon request.
<ul style="list-style-type: none"> To <i>plan</i> and <i>co-ordinate</i>, in conjunction with the SLSQ officials 	<ul style="list-style-type: none"> All branches are advised of the Mentoring Program one month prior to the date to

advisor, the state wide Mentoring Program for officials.	allow sufficient time for officials to be nominated for the program.
<ul style="list-style-type: none"> To <i>maintain</i> an accessible resource library of useful resources and support material to assist officials. 	<ul style="list-style-type: none"> Library information updated monthly with nil errors.
<ul style="list-style-type: none"> To <i>provide</i> support material from the resource library to assist officials. 	<ul style="list-style-type: none"> Information is provided to officials within 1 business day of request.
<ul style="list-style-type: none"> To <i>maintain</i> up to date records/databases of officials. 	<ul style="list-style-type: none"> Internet based resources are accurately updated within 1 business day and all other resources are filed and updated as required.
<ul style="list-style-type: none"> To <i>provide</i> information to officials on clinics, forums or seminars. 	<ul style="list-style-type: none"> All officials are advised of any clinics, forums or seminars and are provided with details to attend one month prior to the date for the program.

Key Results Area – TEAM, CAREER and INNOVATION

Key Performance Indicators	TARGET
<ul style="list-style-type: none"> To <i>provide</i> quality customer service. 	<ul style="list-style-type: none"> All client enquiries are acknowledged within 2 business days actioned and/or resolved within agreed timeframes.
<ul style="list-style-type: none"> To <i>uphold</i> the standards of SLSQ and lead by example. 	<ul style="list-style-type: none"> Always punctual for work; nil legal, ethical and cultural issues; maintain workplace in a safe, and a professional demeanour at all times. 100% compliance with SLSQ policies and procedures.
<ul style="list-style-type: none"> To <i>proactively</i> contribute to team meeting. 	<ul style="list-style-type: none"> Raise issues and/or observations relevant to the SLSQ team or the successful running of the organisation in a productive way.
<ul style="list-style-type: none"> To <i>participate</i> enthusiastically and purposefully at all review meetings. 	<ul style="list-style-type: none"> Be prepared with all relevant documentation.
<ul style="list-style-type: none"> To <i>take</i> responsibility for personal and professional development. 	<ul style="list-style-type: none"> To research and identify Learning & Development opportunities annually.
<ul style="list-style-type: none"> To <i>share</i> ideas and innovative concepts to add value to the business. 	<ul style="list-style-type: none"> Evident in improvements of processes and procedures in your own area.
<ul style="list-style-type: none"> To <i>raise</i> issues and/or concerns with manager. 	<ul style="list-style-type: none"> Done in a timely manner, manager is aware of any concerns or issues that prevent you from achieving your KPI's.
<ul style="list-style-type: none"> To <i>promote</i> a continuous improvement atmosphere. 	<ul style="list-style-type: none"> Raising and actioning at least one improvement in your area a quarter.
<ul style="list-style-type: none"> To <i>promote</i> a positive working relationship with the Sport team. 	<ul style="list-style-type: none"> Ensure the team feel they can rely on you and you can ask questions as needed.

- To *strive* for the SLSQ mission in everything you do.

- All activities undertaken are completed are in line with the SLSQ Strategic and operations plans.

Capability Statement – Sport Administrator

Qualifications

- 1-2 years administration experience
- Tertiary sports qualification desirable
- Event management skills and experience or a desire and ability to learn quickly
- Working with Children Blue Card or ability to obtain one quickly

Skills & Experience

- Excellent people and communications skills – ability to effectively deal with people from all walks of life (including senior levels)
- Strong customer service skills
- High level of office administration skills
- High competency MS Office skills (Word, Excel, PowerPoint)
- Fast & accurate typing skills
- Project and event management experience
- Knowledge of meeting structure (including minutes, agendas etc.)
- Problem solving skills
- Outstanding organisational and time management skills

Personal Attributes

- High level of integrity and maturity
- Ability to manage multiple tasks simultaneously and deal with competing demands
- Self-motivated
- Outgoing and enjoy interacting with people
- Appreciation for surf lifesaving and empathy for volunteerism
- Highly developed interpersonal skills
- High level of attention to detail
- Flexibility to work nights and weekends as required