

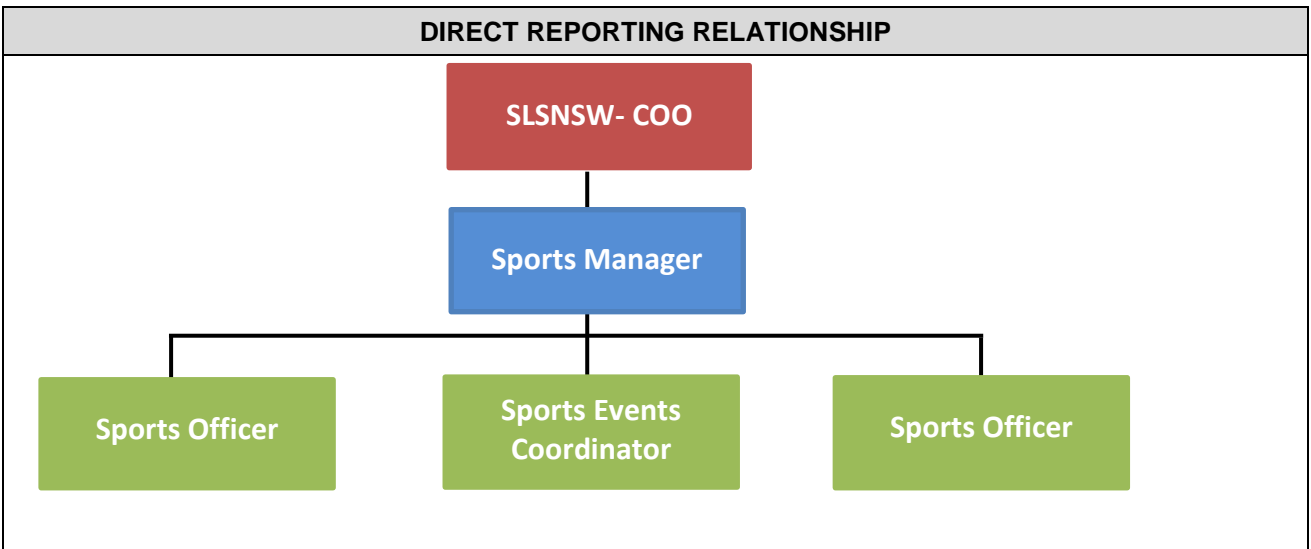


# Position Description

Position	Work Location	Position Description Completed
Sports Manager	SLSNSW Headquarters	September 2019
Reports To:	Direct Reports:	Department
COO	Sports Events Coordinator Sports Officers	Sports

**PURPOSE STATEMENT**

Strategically drive the development and delivery of a contemporary range of surf sports events & programs which resonate with members and assist with organisational member recruitment and retention through enhanced sports participation. These activities span across the delivery of major sports events & series, athlete development and HP programs, coaching & officials' education, and where applicable to new members through recreational events. This includes development programs, which support the participation, pathways and performance of surf sports athletes, team management, coaches and touring teams throughout NSW.



<b>SELECTION CRITERIA</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Proven ability to manage and lead staff with a hands on approach in a team environment;</li> <li>Excellent communication skills – written and verbal;</li> <li>Demonstrated ability to communicate and build relationships with internal &amp; external stakeholders such as SLS volunteer members, LGA's, sponsors and members of the public at all levels;</li> <li>Advanced Microsoft Office Skills (word, excel, PowerPoint);</li> <li>Excellent time management skills with the ability to multi-task;</li> <li>Strong attention to detail;</li> <li>Demonstrated ability to effectively work with and managing volunteers;</li> <li>Demonstrated success in building participation numbers and event offerings</li> <li>Demonstrated experience managing major events and/or programs/projects;</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary qualifications or equivalent experience in sport/event management or similar;</li> <li>Knowledge of Surf Life Saving in New South Wales;</li> <li>Understanding of Coaching/Officials Accreditation;</li> <li>Previous experience working for a community based/not for profit organisation;</li> <li>Knowledge of contemporary sport industry issues (participation, athlete development, sports business)</li> <li>Previous experience and skills in media/public speaking.</li> <li>Experience in development of sport/recreation policy</li> <li>Demonstrated ability to innovate sports structures and events.</li> </ul>

<ul style="list-style-type: none"> <li>• Previous experience developing and managing budgets;</li> <li>• Previous experience developing and managing operational business plans;</li> <li>• Proven ability to collaborate across department/portfolio areas;</li> <li>• Commercial acumen and understanding of the synergy between sports events and commercial sponsorship</li> <li>• Some out of usual business hours and on call work and travel within NSW are inherent requirements of this role. Some interstate travel may be required;</li> <li>• Current Drivers Licence.</li> </ul>	
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KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Team leadership	<ul style="list-style-type: none"> <li>• Work collaboratively with team members to develop weekly and monthly work plans to ensure the successful delivery of key department activities;</li> <li>• Support team members performance to create a high performing team;</li> <li>• Ensure consistency of approach by staff to issues management and customer service levels;</li> <li>• Coach and mentor team members (particularly junior staff) to ensure a Member centred focus in the team's approach to its work;</li> </ul>
KRA 2: Delivery of a contemporary Surf Sports program and Participation Strategies	<ul style="list-style-type: none"> <li>• Manage reviews and appraisals of individual events and programs identifying areas for continuous improvement;</li> <li>• In collaboration with the Director of Surf Sports, initiate whole of sport or discipline reviews to ensure members and the public (where appropriate) engage at increasing levels with SLSNSW sports products;</li> <li>• Ensure collaboration with allied bodies to ensure SLSNSW elite athletes can meet their performance potential</li> <li>• Investigate new technologies as they become available to ensure the presentation of events is member focused and is best in class;</li> <li>• Develop proposals and initiatives to ensure the continual evolution and advancement of surf sports related events;</li> <li>• Ensure the organisation's strategic objectives are central to the delivery of all programs and events;</li> <li>• Facilitate the collection, analysis and interpretation of participation data</li> <li>• Develop project plans, including financial budgets, people resourcing and communication strategies in response to the participation data and analysis.</li> </ul>
KRA 3: Develop & Manage Budgets	<ul style="list-style-type: none"> <li>• Actively participate in the annual budget process and ensure budgets align with strategic initiatives planned and required of the sports department;</li> <li>• Prepare and present business cases for new initiatives which includes accurately costed budgets;</li> <li>• Monitor &amp; manage the department's financial obligations in accordance with the agreed budget;</li> <li>• Undertake spending in accordance with SLSNSW expense polices;</li> </ul>

KRA 4: Key Major State Surf Sports Events	<ul style="list-style-type: none"> <li>• Oversee the Development of detailed work plans &amp; schedules for events conducted by the Sports Department (i.e. State &amp; Country Champs, IRB series, Pool Rescue etc);</li> <li>• Monitor and review progress of the work plans and resolve issues as they arise;</li> <li>• Ensure staff and volunteers are appropriately briefed, debriefed and recognised for their work at events;</li> <li>• Ensure both workforce and Competitor health and safety are always managed through a proactive approach;</li> <li>• Undertake timely and thorough reviews of all events and programs;</li> <li>• Undertake Carnival Director responsibilities at major events;</li> <li>• Ensure the commerciality of Surf Sports events is maximised and collaborate with the Partnerships Department to ensure same</li> </ul>
KRA 5: Coaching and Officiating Pathways	<ul style="list-style-type: none"> <li>• Oversee retention &amp; recruitment of coaches and their appropriate accreditation pathways</li> <li>• Oversee on-going development of coaches through a variety of modes</li> <li>• Provide sport development support to Branches in identified disciplines or areas</li> <li>• Oversee the co-ordination of the Officials Advisory Panel.</li> </ul>

<b>CORE RESPONSIBILITIES (ALL STAFF)</b>	
<b>Accountabilities</b>	<b>Key Performance Indicators (KPI's)</b>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace;</li> <li>• Demonstrates duty of care, considers own safety and the safety of others while at work;</li> <li>• Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times;</li> <li>• Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes;</li> <li>• Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation;</li> <li>• Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>• Promotes and encourages personal growth and effective communication.</li> <li>• Understands and supports policies and procedures of the organisation as defined in the Employee Handbook.</li> <li>• Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>• Supports the decisions of SLSNSW Board of Directors and SLSNSW Management</li> <li>• Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>• Receptive and open to feedback</li> <li>• Maintains a positive and constructive attitude that promotes confidence in those around them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contributes to staff meetings and promotes the exchange of information throughout the organisation.</li> <li>• Regularly meets with your direct Manager to discuss performance, plans and current issues</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Exercises initiative in making improvements to work processes and outcomes.</li> <li>• Always searches for better ways and strives for best practice.</li> <li>• Embraces and adapts to change</li> </ul>

### WORKING RELATIONSHIPS

**Internal:** The Sports Manager will work internally with Sports staff, participating in meetings and communicating in both a written and verbal manner; directly overseeing and coordinating the Sports Events Coordinator, and the Sports Officers. The Sports Manager will report directly to the SLSNSW COO and work with other portfolio managers specifically the Partnerships Manager in relation to sponsorship agreements and the Media and Communications team, for mutual achievement of SLSNSW strategic goals.

**External:** Working closely with the SLSNSW Surf Sports Director is of prime importance as is maintaining relationships with Branches and Clubs and external industry bodies including LGA's. Coordination of volunteers, officials and coaches are significant relationships as is communication with other external stakeholders such as partners and members of the public.