



# Adelaide University Sports Association Inc.

ABN 92 057 571 187

## **POSITION DESCRIPTION** **Executive Officer - Sport Association**

**TITLE:** Executive Officer

**REPORTS TO:** AUSA Board of Management

**LOCATION:** Adelaide University North Terrace Campus

**PURPOSE:** In general, the Executive Officer is expected to manage the operations of the Association, develop & implement AUSA policy, prepare submissions and carry out the directions of the Board and Executive Committee.

**SCOPE OF POSITION:** Full Time

**DATE:** 2008

### **KEY PERFORMANCE AREA ONE**

Management of the Adelaide University Sports Association

#### **Key Tasks:**

1. Implement the directions of AU Sports Association Executive and Board of Management
2. Prepare a monthly written report on activities affecting the Sports Association for consideration of the Executive Committee, including a review of the Association and Clubs financial affairs.
3. Prepare annual draft budget for consideration by the Executive Committee
4. Maintain close liaison with the University's Grounds and Building Department (Property Services Division)
5. Maintain accurate asset register and membership records
6. Organisation and control of office staff activities and preparation of accurate minutes of meetings
7. Research and prepare submissions and recommend courses of action to Executive and Board of Management
8. Liaise closely with Union General Manager to ensure prompt consideration of Sports Association matters by the Union Board
9. Notify President and/or Executive Committee of any planned absences e.g. interstate trips, annual leave



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10. Maintain a fortnightly time sheet
11. Ensure the office is open during normal operating hours
12. Prepare a handbook including affiliated groups, statistics, policies and procedures.

#### **Key Performance Indicators:**

- a. Achieve budgeted targets
- b. Provide reports as directed
- c. Manage the A.U. Sports Association in efficient manner
- d. Effective management of AUSA facilities and assets.

#### **KEY PERFORMANCE AREA TWO**

Implement the directions of A.U.S.A Executive and Board Of Management

#### **Key Tasks:**

1. Draft annual financial budgets
2. Office administration efficacy and quality
3. Maintain office and club asset registers
4. Manage investment details and submit proposals
5. Prepare End of Financial Year statements
6. Identify, report and evaluate plans and programs for enhancing sport and physical recreation activity for campus groups including individual student, staff and clubs.
7. Compose agendas for Association meetings

#### **Key Performance Indicators:**

- a. Offer advise and service in a timely manner
- b. Implementation of association's strategic plan
- c. Approval of budgets and financial reports

#### **KEY PERFORMANCE AREA THREE**

Administration, Staff Organisation, Training and Staff Morale

#### **Key Tasks:**

1. Ensure all employees are trained to an acceptable level with administration procedures, OH&S and any other on the job requirement
2. In consultation with the President & Vice President, complete annual appraisals
3. In consultation with the President & Vice President, counsel and discipline staff



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members when required

4. Ensure effective communication between yourself and the Sports Association employees by holding staff meetings on a regular basis.
5. Ensure that all payroll reports, time sheets and any necessary adjustments are forwarded to the appropriate HR officer on time each fortnight.
6. Attend committee meetings as required
7. In consultation with the Union General Manager, you will be required to employ casual labour in your area following AUSA & AUU policies and procedures

#### **Key Performance Indicators:**

- a. All administrative tasks are performed in a timely manner and appropriate deadlines achieved
- b. Timely processing of all HR related matters
- c. High Staff Morale

#### **KEY PERFORMANCE AREA FOUR**

Customer Service

#### **Key Tasks:**

1. Maintain a high standard of customer service and ensure that customer's needs are being met.
2. Be proactive in minimising customer complaints, however when necessary handle customer complaints by follow-up to ensure customer satisfaction has been achieved

#### **Key Performance Indicators:**

- a. High customer satisfaction
- b. Providing reports on actions following customer complaints.

#### **KEY PERFORMANCE AREA FIVE**

Assist in the fulfilment of statutory requirements of OH&S

#### **Key Tasks:**

1. Support and maintain a safe working environment.
2. Observance of safe work practices in the work area.
3. Reporting of accidents, unsafe situations and incidents to the appropriate officer.
4. Implement Club Risk Management Procedures
5. Liaising with the University's Prudential Services area.

#### **Key Performance Indicators:**



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- a. Non-occurrence of accidents or injuries in the workplace.
- b. Appropriate responses to potentially hazardous workplace environment.
- c. Timely adoption of appropriate risk management policies and procedure.
- d. Implementation of accident and/or incident reporting procedures
- e. Preparation of quarterly accident and/or incident reports

## **KEY PERFORMANCE AREA SIX**

Ensure adherence and compliance with Equal Opportunity and Affirmative Action Principles

### **Key Tasks:**

1. Commitment to the principles of EO and AA within the workplace and in the provision of advocacy, representation and service delivery.
2. Monitor and reporting of compliance with EO and AA principles within the AUSA and across the University.

### **Key Performance Indicators:**

- a. Use of non-gender specific language.
- b. Execution of policy and practices that acknowledge and follow the EO and AA principles
- c. Compliance with University EO requirements

## **KEY PERFORMANCE AREA SEVEN**

IT Skills & Technology

### **Key Tasks:**

1. A willingness to undertake training to ensure technical ability is appropriate to Software and equipment used.
2. A willingness to adapt to new technical advances with the processes used to undertake your duties.
3. When necessary change to unify your role with the University's changing directions on policies and technical advancements.
4. Development of a new online membership management database.

### **Key Performance Indicators:**

- a. Manage a database
- b. Excellent computer skills
- c. Development of a new online membership database



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d. Production of necessary technical analysis and reports

## **KEY PERFORMANCE AREA EIGHT**

### **Confidentiality**

Due to the degree of confidentiality required within the administration of the Association and the Adelaide University Union, each employee will be required to display skills of the utmost discretion. All confidential information, records and pay details remain solely the information of that employee and can only be discussed with senior management when requested, and act in line with legislation and the AUU's Privacy policy.

If this confidentiality is breached it will be dealt with in accordance to the Adelaide University Union Human Resource Communications Policy 4, Counselling/Reprimand/Dismissal Procedures.



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