



ABOUT SOUTH WEST SPORT

South West Sport Incorporated (SWS) is one of nine independent Regional Sports Assemblies (RSA) across regional Victoria. With an office located in Warrnambool, SWS aims to be a leading organisation in the sport and active recreation sector that is pivotal in developing healthier, more inclusive and active communities in the South West of Victoria comprising of Corangamite, Glenelg, Moynes and Southern Grampians Shires as well as Warrnambool City Council.

Through strategic partnerships, SWS contributes to policy development and program support in the community sport and active recreation sector to deliver social and health outcomes for our region through participation. Through the organisation's work, it is uniquely able to provide advocacy for SW rural and regional Victorians on the issues which affect them to reduce the rural and regional- metropolitan health disparity.

As an incorporated association, the SWS Board governs the organisation to operate effectively and compliantly. The Board comprises elected representatives of the five shires plus two further Board members who can be appointed to fill any skills and expertise gaps in the Board.

SWS works closely with its primary funding bodies; Sport and Recreation Victoria and VicHealth, along with other peak sporting bodies such as Vicsport, State Sporting Associations, tiers of government and community bodies.

OUR STRATEGIC DIRECTIONS

VISION: A leading organisation within the sport and active recreation sector that is synonymous with the provision of expert advice, effective advocacy and delivery of high-quality services

MISSION: Providing relevant support to develop and improve the capacity of volunteers, clubs and the sport and active recreation sector in the South West of Victoria.

- **Priority lenses**– Access, equity and inclusion are at the forefront of our thinking
- **Promise** – We will be accessible, engaging, professional, unique, local, and supportive
- **Delivery** – We will be innovative, adaptive, and entrepreneurial by taking a problem-solving approach
- **Service area** – Our primary focus area is the South West of Victoria (Corangamite, Glenelg, Moynes, Southern Grampians and Warrnambool)
- **What we value** – Our people, our partners, our communities



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POSITION DESCRIPTION: EXECUTIVE OFFICER

POSITION			
Title:	Executive Officer	Classification, Status and Hours:	Award level 8.1 0.6-1.0FTE of a 76hr fortnight, fixed term until February 2023 The flexibility of hours required includes some evening and weekend work. Time in Lieu on an equal basis applies.
Industrial Instrument/s:	Social, Community, Home Care and Disability Services Industry Services Award 2010 ("the Award") and National Employment Standards (NES)		
Remuneration:	Per award/agreement with 10% Superannuation and leave loading. A pool vehicle is available for use subject to negotiations.	Location:	This position is based in Warrnambool, Victoria. Travel is required within South West Victoria and throughout Victoria
REPORTING RELATIONSHIPS			
Position Reports to:	South West Sport Board of management (Board)		
Current organisational Structure:	Team Leader (1)	Project Officers (3)	Other staff in line with funded projects and/or contracted personnel
Strategic External Relationships	Key funders and stakeholders such as Sport and Recreation Victoria, VicHealth, Vicsport, Regional Sport Victoria, State sporting bodies, higher education providers, relevant Victorian and Commonwealth government departments, local government, disability organisations, commercial sports organisations, various bodies as relevant to SWS work at any point in time.		

POSITION OBJECTIVES

The Executive Officer has the responsibility to fulfil the statutory obligations of the incorporated entity, meet the contractual obligations of funding agreements/partnerships and deliver the Board's strategic objectives by developing, implementing and leading the success of the annual operational plan.

The operational plan supports the development and sustainability of sport and active recreation in SW Victoria, and the building of capability of member organisations and staff. Working with staff, the key focus areas will be to:

- Implement and report on the progress of the SWS Operational Plan.
- Advocate for regional sport and active recreation needs to government and other bodies.
- Support the growth of collaborative partnerships between SWS and other sport and active recreation bodies, community organisations and local government.
- Develop the capacity of SWS to support the growth of sustainable sport and active recreation opportunities in our regional communities





KEY RESPONSIBILITIES

The incumbent will provide executive leadership and support services to SWS Board by leading and managing.

Communication, marketing and branding

- Build brand awareness and reputation, through determining and communicating the SWS value proposition to key stakeholders.
- Develop digital, media and promotional communication channels and key messages to promote SWS.

Advocacy

- Engage key decision-makers about issues affecting rural and regional sport and active recreation.
- Analyse data from a range of sources to provide an evidence base for SWS advocacy.
- Professionally represent SWS at sector and sport-related forums
- Develop and strengthen relationships with current and potential funding partners.

Partnerships and collaboration

- Participate and support designated network activities that can include, but isn't limited to; project control groups, working groups, steering committees, advisory groups.
- Develop opportunities for SWS to work in partnership with like-minded organisations to achieve SWS strategic objectives.

Capacity building

- Work with the Team Leader to identify and plan for staff professional development.

Enterprise Development and Risk

- Manage the development and implementation of policy and procedures to support SWS operations.
- Continuously improve SWS governance and partnership documents in line with the needs of SWS and its members.
- Coordinate the development, implementation, reporting and evaluation of the SWS strategic plan.
- Ensure SWS provides a safe environment with compliance to Occupational Health and Safety, Equal Employment Opportunity, and other relevant legislation including that of the Covid-19 Pandemic.
- Develop and implement an appropriate Risk Register that details potential risks to the organisation based on its risk profile.
- Develop and present an annual financial budget to the SWS Board for their consideration and approval.
- Provide the Board with bi-monthly financial statements together with a monthly financial report providing analysis on any variations of concern.
- Continuously improve the protection of the financial, human and intellectual resources of SWS and its members.

Note: The incumbent can be expected to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.



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ACCOUNTABILITY and AUTHORITY

- The Executive Officer is accountable in the first instance to the Board, SWS via its Chair.
- Execute authority per 'Delegations schedule', including financial and external communications.
- Provide progress reports to the SWS Board outlining milestone achievements and any related issues

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications Business Management, Health Promotion, Community Development, Sports Management, or substantial relevant experience.
- A strong understanding of the principles of business management, community enterprise and strategic planning.
- Demonstrated ability to collaborate, advocate and build strong relationships with a wide range of stakeholders across government, sport and active recreation, community, and corporate sectors.
- Excellent organisational skills and a minimum 4 years of management experience.
- High level of written and verbal communications skills including grant funding and reporting skills.
- Sound understanding of financial procedures and the ability to develop and manage a budget.
- Demonstrated a high level of computer literacy and competency, and ability to use a range of software, including MSTEAMS, Office365, Xero.
- Proven ability to manage multiple tasks and meet deadlines in a busy working environment.
- Demonstrated experience in the development and control of risk management policy and procedures at multiple levels throughout an organisation.
- Demonstrated leadership skills and ability to work effectively independently and in a small team environment.
- Current Australian drivers License
- Satisfactory Current National Police Records Check (before the appointment)
- Current Victorian Working with Children Check Card (WWCC) (before the appointment)

Desirable

- Experience/ knowledge of the sport and/or the recreation sector.
- Media liaison experience.
- Proven ability to work effectively with a Board of Management.
- Demonstrated understanding of, and the ability to apply, the principles of good governance.
- Ability to undertake data analysis; and plan, prepare and deploy advocacy campaigns utilising a range of media.
- Detailed understanding of ICT and its application to the sport sector

ADDITIONAL INFORMATION

- A six (6) month probationary period applies to this position, 3-month review.
- The incumbent will be required to travel as part of completing the required duties of the role. A pool vehicle is available or reasonable travel costs incurred will be reimbursed by SWS per the award.
- Flexibility in working hours is a condition of employment with some after-hours work required due to the nature of the sector. Any hours worked beyond the allocated hours of employment will be provided for on a Time in Lieu basis.

Signatories and Endorsements: Ben Johnson, President , 23 December 2021

