



## ASSOCIATED & CATHOLIC COLLEGES OF WESTERN AUSTRALIA

### POSITION DESCRIPTION: DIRECTOR OF SPORT

The Director of Sport of The Associated & Catholic Colleges of WA (ACC) is a full-time role responsible for the leadership and administration of all aspects of the ACC sporting program. They are directly responsible to the Council of Representative Principals through the Executive Committee representing Council.

The ACC is an independent secondary schools sports association, with a current membership of 89 schools comprising of both Catholic and of independent Colleges, catering to more than 50,000 students.

The Associated and Catholic Colleges of WA was formed in 1937 by the Principals of Christian Brothers Colleges in Highgate, Fremantle and St Patrick's, Perth. The Association's maxim is "***Sport in the Right Spirit***", characterised by both a willingness to have an "open" and "ecumenical" approach to its membership as well as an "inclusive" approach to provide "sport for all", not only the most talented.

The universal moral and ethical standards of Christian ethos are recognised and accepted by all of the Association's members. The Association is proud to celebrate the cultural and religious diversity of its membership and seeks to uphold its Objectives and Purpose as outlined in its Constitution.

Member schools compete during the year in a range of activities:

- traditional carnivals in athletics, cross country and swimming
- fun participation lightning carnivals
- weekly summer and winter interschool sport
- representative & All Star teams and tours
- Inclusive sport program for students with disabilities

Further information is available through the ACC Website. [ACC Information | Associated & Catholic Colleges of WA \(accsport.asn.au\)](http://accsport.asn.au)



## CONDITIONS OF SERVICE

<b>POSITION TITLE</b>	Director of Sport
<b>SALARY</b>	\$169, 546 This is aligned to Deputy Principal – post 1 January 2012 conditions, Category 7, Level 6. Any increase to this position will carry through the Director of Sport.  Employer contribution for Superannuation is paid at the standard rate.
<b>ACC VEHICLE</b>	The position includes the use of a fully maintained vehicle, available for private use. The DoS contributes \$181.82 deducted automatically on a fortnightly basis.
<b>TENURE</b>	Fulltime, contract position – 8 Year term  Tenure and renewal of term details as specified in the Deed of Agreement An Initial term of two years. A first renewed term of four years. A second renewed term of two years.  Extension of Initial or renewed term is dependent upon a successful review of performance in relation to the defined responsibilities. The position shall be advertised in the eighth year.  46 weeks (6 weeks annual leave)
<b>COMMENCEMENT</b>	20 January 2024

## ROLE SUMMARY

The Director of Sport is a full-time role responsible for the leadership and administration of all aspects of the ACC sporting program.

The Director of Sport is directly responsible to the Council of Representative Principals through the Executive Committee representing Council. Whilst this role is the direct line manager to all ACC staff, they also have to ability to seek counsel from a member of Executive should they feel the need arise.

## RESPONSIBILITY

To oversee all aspects related to the management of the ACC sport program.

## KEY AREAS

1. Manage and oversee the staff employed by the association and their associated Job Descriptions, conducting regular review of staff and providing quality feedback.

2. Oversee the provision of administrative support services to all ACC sub-association interschool sport competitions.
3. Direct the maintenance and updates to the ACC Charter
4. Assist the Executive in the financial management of the Association and maintain accurate and effective financial systems and records.
5. Oversee the production an annual ACC Digital Yearbook with a summary of all sporting results for the calendar year.
6. Oversee the production and maintenance of an annual membership directory with contact/membership information relevant to ACC sport.
7. Direct the management of the general office administration of the ACC and model exemplary office protocols, procedures and practices in this provision.
8. Oversee the ACC major sporting carnivals for swimming, athletics and cross-country and supervise the management of other ACC major sporting carnivals:
  - lightning carnivals and sport specific carnivals
  - championship tournaments
  - inclusive sport program.
9. Direct the management of ACC representative/all-star teams, both honorary and active.
10. Oversee the management of ACC student and staff award programs, All-Stars, Letters, Service.
11. Supervise the management of the administration of meetings for ACC management groups (Council, Executive & Sports Management Committee) and other committees as required.
12. Manage and oversee the maintenance of the ACC website and mobile app.
13. Oversee the management and maintenance of the ACC equipment centre and property inventory.
14. Maintain a high quality of communication/public relations between the ACC Staff, Executive, Council, Sports Coordinators, member schools and other relevant stakeholders in the wider sporting community.
15. Direct the management of special events/functions conducted by the ACC (i.e. Review Day, Orientation Day, End of Year Function, Awards).
16. In a spirit of collaboration, contribute to and support the work of the Executive, Council, Member Schools and perform other duties as requested by the Executive.



## DUTY STATEMENT

**TITLE:** Director of Sport

### KEY AREAS OF ACCOUNTABILITY

1. **Manage the staff employed by the association.**
  - Ensure that staff have clearly defined roles and responsibilities and that all aspects of ACC sport are managed effectively by the staff.
  - Ensure that the ACC is meeting all contractual and statutory obligations regarding the employees of the association. This includes but is not limited to: recruitment, training, contracting, payroll, annual leave, sick leave and superannuation entitlements.
  - Work with the Executive to recruit and employ the necessary staff required by the association to meet the aims and purposes of the constitution within the budget guidelines established by the Executive and Council.
  
2. **Oversee the provision of administrative support services to all ACC sub-association interschool sport competitions.**
  - Liaise with sub-associations to establish sport fixtures for each sub-association competition.
  - Set up on-line competition management systems to facilitate the efficient publication of fixtures and collating of sports results. Currently this is achieved using the Jaro/Intaschool service.
  - Post fixtures and venues for all competitions onto the ACC web site.
  - Test competition management systems for correct outcome of results.
  - Liaise with Sports Coordinators so that all results are entered within 24 hours and results confirmed within 72 hours.
  - Provide conciliation and arbitration decisions where necessary on disputes with competition results.
  - Liaise with Sports Coordinators regarding all results, finals and plaques.
  - Collate final results and placings and distribute to sports coordinators. Organize fixtures for all final play-offs immediately.
  - Collate an overall tally of placings for each sub-association/interschool challenge giving all placings for all sports by season and year.
  - Post final results for all competitions to relevant web pages.
  - Organise premiership plaques for each first place or premiership pennants in each sport within each competition.
  - Become fully informed and conversant with all matters concerning sub-association/interschool challenge sport (via meetings/minutes/charter updates).
  - Attend sub-association sports meetings as required.
  - Maintain all sub-association/interschool challenge charters and continually update as required.
  - Manage electronic storage and distribution of charter documents through internet technologies.
  - Research and prepare proposed dates for the following year taking into

consideration other influences e.g. swimming carnivals, exams,

- camps/retreats, school/public holidays, religious festivals and venue availability.
  - Liaise with sub-associations to establish links and pathways into Championship competitions.
- 3. Direct the maintenance and updates to the ACC Charter.**
- Maintain and update a set of comprehensive documents, divided into functional sections which communicate the constitution, policy, operational and management processes of the ACC, referred to as the ACC Charter.
  - Store and distribute the charter to members in an appropriate electronic medium.
- 4. In partnership with the executive, oversee all financial aspects of the association necessary to maintain all relevant requirements in a clear, timely and efficient manner. This could include but not limited to liaising and managing the appointed external financial management organisation, to preparing and presenting all the necessary documentations ahead of time for the Treasurer to analysis and feedback in preparation for the Executive and then Council Members. Below is an example but not limited to the relevant requirements: Prepare all financial documentation for the Treasurer in relation to income/expense transactions, bank reconciliations, budgets, reports, summary of financial reports that are expressed in and clear understandable manner.**
- Pay all accounts payable and process accounts receivable.
  - Maintain records of Visa card expenses and provide the Treasurer with a monthly Visa account reconciliation.
  - Prepare relevant ATO returns i.e. BAS, PAYG and FBT.
  - Manage invoicing to all member schools.
  - Ensure annual financial audit is carried out following the correct procedures and timeframes.
  - Maintain asset register for depreciation purposes.
  - Liaise with CEWA staff to manage the ACC payroll, superannuation and leave entitlements.
  - Work with the external financial management organization.
- 5. Oversee the production an annual Digital ACC Yearbook with a summary of all sporting results for the calendar year.**
- Collate all points/records from athletics, swimming and cross-country and present in a summarised format.
  - List of Executive and School Members.
  - Updated document of scope of the ACC.
  - Insert Team lists of all ACC representative/all-star teams both honorary and active selections.
  - Tally of placings and list of premierships teams from all sports from each Sub Associations and ACC championship competitions.
  - List of all ACC carnival and competition winners.
  - Number of schools, team numbers for lightning carnivals.
  - Number of schools and team numbers for Inclusive sport program events.
  - Collate and insert update of history of winning schools in athletics, swimming, cross country and other “across” association competitions.

- List details of ACC Service Award recipients.
  - Update of carnival divisions for the following year.
  - Prepare above information in electronic format for posting to the ACC website.
- 6. Oversee the production and maintenance of an annual membership directory with contact/membership information relevant to ACC sport.**
- Update member schools directory which includes; address, phone numbers, fax numbers, email address, Principal, Deputy Principal/s, Head of Department Physical Education, Sports Coordinator, School colours, Bathers design and colours, bathing cap colours, Athletics uniform colours, student population.
  - Collate all information and post to ACC website.
  - Update regularly throughout the year.
- 7. Direct the management of the general office administration of the ACC and model exemplary office protocols, procedures and practices in this provision.**
- Manage office systems and procedures for: computers and back-ups, email, SMS, printing, copying, stationery, mail, telephone, filing, staff HR records.
  - Ensure all work-related computer files are saved in the correct file location to enable access by all staff and back up procedures.
  - Maintain an ACC events calendar:
    - Research information with regard to calendar dates for following year.
    - Produce a yearly planner and arrange with the printer for its production.
    - Organise for posting of the Year Planner onto the ACC web site.
    - Maintain an online ACC calendar and diary of dates.
  - Establish and maintain a venue/event services bookings system for all venue bookings during the year.
  - Prepare and distribute booking letters for all venues/event services no later than 31 December for the year ahead.
  - Make tentative bookings for major carnival venues (swimming, athletics, cross-country, lightning) at least 12 months ahead.
- 8. Manage the ACC major sporting carnivals for swimming, athletics and cross-country and supervise the management of other ACC major sporting carnivals:**
- lightning carnivals and sport specific carnivals
  - championship tournaments
  - inclusive sport program.
  - Develop and maintain systems for the receipt and input of registration/nomination data.
  - Receive all competitor lists via email and transfer information to computer programs/files.
  - Preparation of computer scoring/result programs.
  - Preparation of records, program updates, events, fixtures etc.
  - Venue bookings/confirmations.
  - Physical set up of all events.
  - Preparation of all officials' files, job descriptions and vests/badges.
  - Additions of late competitors.
  - Update result sheets/booklets and order for all divisions of carnivals/competitions.
  - Conduct a presentation ceremony at all major carnivals and competitions.
  - Display/publish results throughout the event for all major carnivals/competitions.
  - Check all results and mistakes corrected.

- Post results for all carnivals to the ACC web site within 12 hours of the carnival.
  - Prepare results from all major carnivals in the appropriate format for publication in print media publications (i.e. The West Australian). Results prepared within 12 hours of the carnival.
  - Preparation of event booklets/programs for distribution to schools.
  - Preparation of fixtures for all carnivals/competitions including allocation of teams to pools, grounds etc. Fixtures made up into a booklet and distributed to schools.
  - Analysis of all results for elevation and relegation for swimming and athletics carnivals.
  - Ordering of medallions, trophies where required.
  - Collection of perpetual shields for presentation at carnivals/competitions.
  - Maintain an up-to-date uniform directory for swimming and athletics for publication in charters and program booklets.
  - Update the charter for all events.
  - Organise posting of updated PDF Charters to the ACC web site.
  - Undertake carnival/competition officials briefing meetings as required.
- 9. Direct the management of ACC representative/all-star teams, both honorary and active.**
- Receive nominations and manage in data base format.
  - Liaison with sports coordinators, managers and coaches regarding information and protocol.
  - Analysis of results for selection of honorary all-star team members from athletics, swimming and cross-country carnivals.
  - Organise certificates/pin badges for students selected in representative/all-star teams.
  - Collection of names and schools of members of touring & non-touring representative team sports.
  - Provide assistance to touring and non-touring teams and representative matches as required.
  - Research possible representative tours and non-touring local opportunities and promote to member schools.
  - Maintain a database of all-star/representative team selections.
- 10. Oversee the management of ACC student and staff award programs, All-Stars, Letters, Service.**
- Maintain the ACC All Star Letters Award program: database, selections, Lettermen Club, award frames, and presentation opportunities.
  - Maintain the ACC All Star awards program for honorary athletics, swimming and cross-country teams.
  - Maintain the ACC All Star awards program for active All-Star teams e.g. cricket, AFL, Netball, Basketball.
  - Supervise the ACC Awards function and staff service awards program.
- 11. Supervise the management of the administration of meetings for ACC management groups (Council, Executive, Sports Management Committee & Review Day).**
- Be available to attend all meetings.
  - Preparation of agendas and meeting papers for all meetings and ensure that

- agendas are sent well in advance of all meetings.
  - Ensure accurate minutes are recorded at all meetings and these are distributed to schools within one week of the meeting.
  - Collect the attendance record at all meetings.
  - Produce a correspondence register report for Council, Executive and SMC meetings.
  - Produce financial reports for Council and Executive meetings.
  - Ensure staff reports are prepared for all Council, Executive and SMC meetings.
  - Tend to all meeting room, presentation (e.g. equipment), catering and document requirements for all ACC meetings.
- 12. Manage and oversee the maintenance of the ACC website, mobile app and social media channels.**
- Maintain the website and ensure that content is kept up to date.
  - Liaise with external providers and member schools to ensure that the website is well maintained and functional.
  - Maintain and manage ACC social media channels and integrate into website eg. Facebook, Twitter, Instagram, YouTube.
  - Maintain and manage the ACC mobile app and promote the app to ACC stakeholders.
- 13. Oversee the management and maintenance of the ACC equipment centre and property inventory.**
- Maintain all equipment in good working order and ensure adequate stocks are maintained.
  - Maintain an inventory of association equipment.
  - Maintain the ACC equipment trailer and ensure that it is in good working order.
- 14. Maintain a high quality of communication/public relations between the Council, Executive, Sports Coordinators, member schools and other relevant stakeholders in the wider sporting community.**
- Inform the Council and Executive of any relevant issues.
  - Maintain strict confidentiality.
  - Maintain positive communication channels between the ACC and all relevant stakeholders.
  - Positively support all ACC policy, position and protocols.
  - Promote the benefits of ACC sport to all stakeholders.
  - Represent the Association at community-based meetings, forums and functions as required.
  - Attend other sports administration related meetings/seminars/conferences as required.
- 15. Direct the management of special events/functions conducted by the ACC.**
- Coordination of the following ACC functions, including but not limited to; Review Day, Orientation Day, End of Year SMC function and Awards Function.
  - Receive and process nominations, arrange catering and perform other duties as required.
- 16. In a spirit of collaboration, contribute to and support the work of the ACC and perform other duties as requested by the Council and Executive in support of the aims of the Association.**





## APPLICATION GUIDE

To be suitable for this role, applicants will need to demonstrate appropriate leadership competencies and professional practices to successfully achieve the Key Areas of Accountability listed in the Position Description:

Applicants are asked to provide:

1. Cover Letter addressing strengths and suitability for the position.  
Maximum 2 pages
2. Current Curriculum Vitae
3. Evidence of current.
  - a. Working With Children Check
  - b. National Police History Check
4. Statements addressing the following selection criteria.  
Maximum 5 pages

### Essential Selection Criteria

- A commitment to the objectives and ethos of the Associated and Catholic Colleges of Western Australia.
- Demonstrated success in leading organisational administration, including financial management.
- Substantial experience directing junior sport competitions, carnivals, teams and related sporting events, or similar collaborative programs.
- An extensive record of inclusive engagement and effective communication with stakeholders and the wider community.

### Desirable Selection Criteria

- School or system-based experience with an understanding of the requirements of membership organisations is highly desirable.
- Articulate a knowledge of contemporary best practice and a vision for the future of school sport.

Applications are to be submitted digitally to [michelle.borserio@cewa.edu.au](mailto:michelle.borserio@cewa.edu.au) no later than midday, Thursday October 5, 2023.