



Position Specification
Education and Safety Officer

I. Company Details

Name: Rowing Queensland Incorporated

Address: P.O. Box 3575
South Brisbane QLD 4101

150 Jane St
West End, QLD, 4101

Direct Supervisor: Ross Symonds - CEO

II. The Position

Position Title: Education and Safety Officer

Position Overview:

Rowing Queensland is seeking a dedicated person for the role of Education and Safety Officer reporting to the CEO. The Education and Safety Officer is primarily responsible for coordination and conduct of the organisation's education and safety program to the Great Public Schools' Association of Queensland Inc (GPS), the Brisbane Schoolgirls Rowing Association (BSRA) and RQI member clubs. The position will also assist with the coordination and regatta management of the GPS and BSRA rowing regattas.

Position Type:

Full time – Nominal 38 hrs per week. It shall be the responsibility of the Education and Safety Officer to attend events, regattas and functions at such times, as their duties require. This may include the need to work on any day of the week including Saturdays, Sundays and Public Holidays.

Salary Package:

Structured to attract high quality candidates

People Contacts:

Internal

- CEO
- Rowing Queensland Board
- Development Manager
- Administration Officer
- High Performance Manager
- Operations & Events Manager
- Regatta Secretary

External:

- Athletes (club, school)
- Coaches (elite, sub elite, club, school)
- Administration (state, club, school)
- Regatta Officials
- GPS and BSRA schools
- Maritime Safety Queensland, BCC and Brisbane Ferries

Key Tasks/Activities/Responsibilities:

Competition

Assist GPS and BSRA schools and clubs in establishing safe practices and processes and adequate safety measures.

- Distribution of regatta information to schools and member clubs
- Risk management and safe use of water courses
- Assist the Operations and Events Manager with the promotion and management of major events and functions if required

Education & Safety

- Implement and assist with risk management procedures
- Implement and monitor student/ member induction checklists
- Set up, implement and monitor injury reporting system
- Implement and monitor a Health and Safety Inspection program
- Implement and monitor the incident reporting system including the SMS/MMS program
- Implement and monitor OHS education and training systems
- Implement systems to review workplace and critical incidents
- Coordination of education and safety workshops to each GPS and BSRA school

Special Projects

The Education and Safety Officer will also assist in the coordination of specific other major events as directed. These include the:

- Assist the Operations and Events Manager with the coordination of biennial Coaches and Officials Conference
- Coordination of education and safety workshops to each member club
- Coordination of other small projects as directed the CEO.

Measurement

The Education and Safety Officer performance will primarily be measured against the following criteria.

- Achievement of KPI targets outlined in Strategic plan.
- Effective management and delivery of the Education and Safety program
- Effective internal and external stakeholder management.

III. Person Profile:

Position Requirements

Essential:

- Knowledge of Risk Management and Management.
- Previous experience in developing, implementing and monitoring operational projects for clubs, schools, athletes and coaches at all levels.
- Sports administration skills and experience including program development, managing and coordinating volunteers and working in small work teams.
- Previous marketing and communication experience.
- Knowledge of local, state and national trends in sport and recreation relating to sport associations and clubs.

Preferred:

- Knowledge/ experience of GPS/ BSRA Schools and Rowing programs.
- Tertiary qualifications in sports administration, coaching, leisure or sports science and/or appropriate work experience.
- Experience with Microsoft Office package

Behaviour Criteria

Task Ability:

- Analysis (Problem Identification)
- Judgement (Decision Making)
- Operational Planning Awareness
- Communication both verbal and written
- Delivery of seminars and workshops

Interpersonal Ability:

- Building Relationships
- Influence and Persuasion

Personal Attributes

- Flexibility & Adaptability
- Information Monitoring
- Self Motivation
- Tolerance for Stress
- Work Standards

1. Analysis (Problem Identification)

Secures and considers relevant information; uses questions and research to obtain information; relates and compares data from different sources and considers the relevance, reliability and accuracy of the source; makes comparisons and recognises trends; identifies key issues and cause-effect relationships.

Key Behaviours:

- Fact finding, researching and asking questions to obtain relevant information
- Making comparisons, recognising trends, implications, problems or opportunities
- Relating and comparing data considering the source
- Identifying key issues and cause-effect relationships

2. Judgement (Decision Making)

Makes decisions or commits to a course of action in a timely manner, after consideration of established criteria, available options and alternative courses of action; draws inferences and makes logical assumptions that are consistent with the circumstances and information available; takes into consideration possible constraints eg. people's capability, financial resources, organisation policy and procedures.

Key Behaviours:

- Making a decision/committing to action when necessary
- Considering criteria, weighing up options and alternatives
- Inferences and assumptions are logical and supported by data
- Considering constraints, people's capability and financial resources, organisation's policies and procedures

3. Operational Planning Awareness

Establishes a course of action to implement a plan or strategy; allocates resources - human, material, financial; designs alternate goals and contingencies.

Key Behaviours:

- Implementing a plan or strategy
- Establishing a course of action
- Allocating resources – human, material, financial
- Designing alternate goals and contingencies

4. Communication and Education

Has the ability to quickly acquire general knowledge/ information and effectively impart or exchange such ideas, thoughts or information by written or verbal means or processes.

Key Behaviours:

- Provides relevant and up to date information in an appropriate manner
- Develops and maintains effective relationships
- Works well with different types and ages of people
- Makes comparisons, recognises trends, implications, problems or opportunities and provides solutions

5. Building Partnerships

Uses appropriate interpersonal styles and communication methods to work effectively with business partners to meet mutual goals and objectives; builds networks to obtain co-operation without relying on authority.

Key Behaviours:

- Establishing shared goals
- Explaining the value of solutions; looking for “win-win”
- Developing and maintaining relationships
- Building networks to obtain co-operation without relying on authority

6. Influence & Persuasiveness

Uses appropriate interpersonal styles and methods to gain agreement, commitment and understanding of an idea, plan, activity, product or service, seeks information about situations, problems, opportunities and implications; identifies explicit needs; provides relevant information and shows benefits to be obtained; modifies approach when necessary.

Key Behaviours:

- Seeking information with questions, listening and responding
- Showing understanding of situations, concerns and feelings
- Providing relevant information and showing benefits
- Asking for agreement or commitment when appropriate and persevering to obtain acceptance
- Changing style or approach to accommodate situations and individuals involved

7. Flexibility & Adaptability

Maintains energy, commitment and effectiveness in different situations and/or with different tasks, assignments, technologies, systems or processes; interacts effectively with people from different organisational levels, people with varying backgrounds, or from different cultures.

Key Behaviours:

- Working effectively in different locations/work conditions
- Working well with different types of people
- Handling a variety of tasks or assignments
- Ready to work with new technology, systems, processes

8. Information Monitoring

Establishes and maintains systems, programs and procedures; obtains, analyses and reviews information necessary for the management of a project and the maintenance of high performance; takes into account the skills, knowledge, experience and attitudes of individuals affected or involved and the specific characteristics of the project, system, process or equipment monitored.

Key Behaviours:

- Establishing and maintaining systems, programs, procedures to monitor performance
- Establishing periodic sampling, feedback or status reports
- Obtaining support and cooperation from people to provide data and/or use monitoring systems
- Identifying exceptions or performance issues in a timely manner

9. Self Motivation

*Perseveres and continuously pursues new opportunities; inclined to initiate movement **or** action.*

Key Behaviours:

- Persevering, tenacious and continuously pursuing new opportunities
- Personal circumstances that cause or induce an individual to act in a particular manner
- Motivating factors, focussing on results, initiating movement and courses of action

10. Tolerance for Stress

Maintains stable performance under pressure and/or opposition, such as time pressure or job ambiguity; relieves stress in a manner that is acceptable to the person, others and the organisation.

Key Behaviours:

- Maintaining stability and effectiveness when under tight time constraints
- Maintaining stability and effectiveness with opposition to opinion or viewpoint
- Maintaining stability and effectiveness in the face of multiple tasks with unclear priorities
- Maintaining stable performance in the face of an uncertain, changing or unstructured work environment

11. Work Standards

Sets high standards of performance for self and reinforces high performance standards to individuals and the work group; does not just accept standards imposed by others; not satisfied with just average performance.

Key Behaviours:

- Maintaining high personal work standards
- Seeking to do better than just "good enough"; wanting to finish things properly
- Reinforcing high performance standards for individuals work group and organisation
- Encouraging people to meet and beat current standards for quality, quantity, cost and timeliness

IV. How to Apply:

Refer to the position specification. Applications to provide a two-page covering letter addressing the selection criteria, and CV, submitted electronically to Ross Symonds, CEO, Rowing Queensland Inc.

Apply to:

Name: Ross Symonds
Phone: (07) 3842 1200
Email: ross@rowingqld.asn.au

Closing Date: 5.00pm, Wednesday, 2 December 2009