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| **Position Title** | Sport Officer |
| **Group/Portfolio** | Campus Life |
| **Classification** | HEW Level 4 |
| **Position Number** | 00061955 |
| **Reports To** | Programs Manager |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## Under general direction, this position is required to provide general administrative support to the day-to-day operations of Griffith Sport, with particular focus on Sport Development and Social Sport programs.

## Due to the nature of the position in sport, evening work will be an ongoing requirement of the position.

## 2.0 Eligibility Requirements

* + - The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.
    - Blue Card
    - Current First Aid & CPR certification (or willing to obtain)

## 3.0 Key Responsibilities

* + - Provide general administrative and operational support for the Griffith Sport department including but not limited to sport clubs, social sport, active kids, representative sport competitions and activities
    - Establish and foster relations with Griffith Sport Club Committees, provide ongoing support, goal development and engagement pathways to encourage and grow student participation
    - Provide event and competition management support to Griffith Sport Social Sport, Griffith Nationals, and other sport events eg Griffith Intervarsity Sports Bowl
    - Assist with the sourcing and stocktake of Griffith Sport equipment, uniforms and merchandise
    - Provide customer service support through routine and ad hoc correspondence; undertake minor updates of digital content (social media and web) as well as monitoring of generic email accounts
    - Assist in record management, establishing and maintaining administrative systems, including spreadsheets, registers, booking systems, procedures and databases;
    - This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
    - Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).