

Position Description

Job title:	Sport Convenor
Reporting to:	Venue Supervisor
Department:	Gatton
Location:	Gatton

Purpose of the Position

The Sport Convenor is responsible for administering and facilitating the smooth delivery of sport competitions whilst promoting safety standards.

Key Responsibilities

- Manage and administer the delivery of sport fixtures through the competition management system, including entering and updating data related to schedules, team composition and scores
 - Liaise and communicate with player teams, referees/umpires, and other sport officials before, during and after matches and escalate concerns or disputes as necessary
 - Attend the matches and ensure compliance with policies, procedures and safety standards
 - Ensure grounds are marked and sporting equipment is provided for matches
 - Collate player registration forms and maintain participation data
 - Administer first aid according to prescribed procedures, including notifying emergency medical personnel where necessary and completing incident reports
 - Maintain a positive profile for UQ Sport in the wider University community, ensuring the delivery of sport competitions meet industry best practice standards
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Essential Qualifications and Certifications

- First Aid & CPR certificates
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Essential Experience and Skills

- Familiarity with sport-specific rules and demonstrated experience in engaging with people in a sporting environment
 - Previous experience in a customer service role with demonstrated commitment to customer service excellence
 - High level of inter-personal skills
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Essential Behavioural Competencies

- Integrity
- Serving the Customer
- Drive for Results
- Quality Focus
- Communicating with Clarity
- Confidence and Self Control



Essential Health and Safety Responsibilities

- Adopting safe work practices
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Ensuring your behaviour does not pose a risk to the health and safety of any person and does not interfere with or misuse materials, equipment or property
- Participating in meetings, training and other health and safety activities