

## Position Description

<b>Job title:</b>	<b>Sport Convenor</b>
<b>Reporting to:</b>	<b>Competitions Manager</b>
<b>Department:</b>	<b>Student Experience</b>
<b>Location:</b>	<b>St Lucia</b>

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### Purpose of the Position

The Sport Convenor is responsible for the game-day management and delivery of a number of sporting competitions.

This includes delivery of scheduled fixtures; preparation of equipment; liaison with teams, umpires, first aid personnel, and other officials depending on the specific requirements of the sport and competition; collection of participation data for UQ Sport; and maintaining a positive profile for UQ Sport in the wider University community to ensure that the delivery of sporting competitions meet industry best practice standards.

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### Essential Qualifications

- Current First Aid & CPR certificates
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### Essential Experience and Skills

- Demonstrated knowledge and understanding of specific sport rules
  - Previous experience in a customer service role
  - Demonstrated well-developed inter-personal skills
  - Demonstrated personal initiative
  - Proven commitment to customer service excellence
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### Essential Behavioural Competencies

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