



BRISBANE BOYS' COLLEGE

A New School of Thought.

Position Title: Director of Sports Management / Volleyball

Faculty/Department: Co-curriculum

Employment Status: Full-time, three-year term

Reports to: Head of Co-curriculum

Purpose of Position

Serving as a member of the Brisbane Boys' College Co-curriculum team, the Director of Sports Management / Volleyball provides high level administrative, strategic and operational leadership of the College's sports program and directs the specific sport of Volleyball.

Specific Duties

Sports Management Duties:

1. Implement the BBC Strategic Direction in line with the BBC Co-curriculum vision, culture and framework.
2. Provide administrative support for the College's interhouse program.
3. Administrate the Colleges' Colours system.
4. Manage the College's Activity Administration Database System and provide guidance to other staff in its use.
5. Develop and implement alongside each Director of Sport an internal and external sport camp/clinic/competition during school holiday time for each of the individual sports.
6. Provide administration support for additional activities as required.

Director of Volleyball Duties:

7. Oversee all administration tasks of the activity.
8. Manage all staffing involved in the activity.
9. Design and implement the program, policies and practices for the activity.
10. Be responsible for all financial management and accountability for the activity.
11. Be responsible for all matters of risk, compliance, child protection and workplace health and safety for Volleyball.
12. Oversee all facilities and equipment for the activity.
13. Be responsible for all communications in relation to the activity.
14. Ongoing development of one, three- and five-year plans for the activity.
15. Oversee all recruitment within the activity.

General Responsibilities:

16. Be involved in and support the full life of the College.
17. Perform teaching duties relevant to qualifications and experience, along with involvement in our Positive Education framework as a mentor.
18. Complete all tasks assigned by the Head of Co-curriculum.

Selection Criteria

1. Experience in sports management, administration and operations.
2. In-depth knowledge and experience of Volleyball and a range of other sports.
3. Ability to meet demands of deadlines and budget limitations.
4. Ability to work in, and contribute to, a creative and dynamic environment; and manage multiple tasks with precision.
5. Ability to effectively lead a team of academic and casual employees.
6. High level interpersonal, public relations, negotiation and conflict resolution skills.
7. Ability to lead and embed innovative administrative practices.
8. Ability to contribute to strategic planning processes related to achieving the College's mission and vision, along with those of the Co-curriculum Department.
9. Ability to teach within a designated academic department of the College (all teachers must have Queensland College of Teachers (QCT) registration).

Remuneration and Teaching Requirements

The appointee will be allocated a 0.2 FTE teaching load. Remuneration will be in line with qualifications and experience and reflective of the responsibilities of the position.

Length of Tenure

The Director of Sports Management / Volleyball will be appointed on a full-time basis for an initial, renewable three-year term, subject to successful completion of a six-month probationary period.

Appraisal and Review Conditions

The appointee will undergo an annual performance review with the Head of Co-curriculum. Renewal of appointment for a further three-year term may be offered based on performance during the initial term.

Closing Date

Applications close **5:00pm Friday 6 December 2019**

Application Procedure

Applications including a covering letter, full Curriculum Vitae, **statement addressing the selection criteria**, and the names and contact details of at least three recent referees, should be emailed to:

Kirsten Ferguson

Human Resources Manager

Brisbane Boys' College

Email - kferguson@bbc.qld.edu.au