



Convenor, Social Sport

PEOPLE SERVICES PORTFOLIO
ADMINISTRATIVE DIVISION



About QUT

QUT is a major Australian university with a global reputation and a 'real world' focus. Our courses equip our students and graduates with the skills and mindset they need to realise their full potential in a rapidly changing world.

With more than 50,000 students across two inner-city campuses in Brisbane, QUT offers academic programs in fields spanning business, creative industries, education, engineering, health, law, science and social justice across five faculties.

We are transforming the learning experience—embedding work integrated learning and focusing on developing entrepreneurial skills. We offer executive education and professional development through QUTeX, flexible learning through QUT Online and pathways into our undergraduate programs through QUT College.

With a history of access, innovation and inspiration, QUT has maintained a strong ethos of being the university for the real world. Our students experience award-winning teaching, high levels of satisfaction and excellent graduate employment outcomes.

We are an ambitious institution, with strong research programs which connect with fundamental enquiry into societal outcomes.

QUT is well known for our strong links to industry and government, and our interdisciplinary teams create high-impact research in areas as diverse as climate change mitigation, digital media, materials science and biomedical innovation.

Our Vision

With a commitment to enhancing the staff and student experience and doubling Indigenous enrolments over the next five years, *Connections*—the QUT Strategy 2023 to 2027 – is a bold plan to transform the learning experience.

Our strategy establishes QUT as 'the university for the real world', and charts our provision of transformative education, student experiences, and research that is relevant to our communities.

The strategy connects aspiration to opportunity for our students and staff, it expands pathways for our Indigenous Australian students, and it

builds supportive research environments.

QUT will also develop a curriculum transformation approach that responds to demand from students to support their journey from high school to graduation and beyond and reinforces the value of professional connections within the curriculum.

QUT Values and Priorities

Aligned to and supporting our vision are the QUT Values:

- Ambition
- Curiosity
- Inclusiveness
- Innovation
- Integrity
- Academic Freedom

Underpinned by our Priorities:

- Creativity and entrepreneurship
- Health and wellbeing
- Inclusion and social justice
- Recognising and fostering Indigenous Australian excellence
- Sustainability and the environment

About the Administrative Division

Administrative Division supports the governance and operations of the University, including planning and quality, facilities and services for students and staff. The Administrative Division is led by the Vice-President (Administration) and University Registrar.

About the Department

An integral part of the university, QUT Sport fosters connections across all areas of endeavour. Sport is an important cultural thread of QUT life, engaging with students, staff, alumni and faculty. This kinship applies whether you're a competitive athlete, a supportive fan or anyone in between. QUT Sport encourages a sense of belonging and unity that contributes to the broader QUT community.

At QUT, sport is more than just physical activity. It is a platform for building connections, developing skills, and fostering a sense of community.

Our innovative approach to sport leverages technology to deliver a truly inclusive and accessible experience for all, regardless of their background or ability.

QUT Sport celebrates diversity, inclusivity and teamwork, bringing people together and leaving no one on the sidelines. We encourage active participation that goes beyond the players and coaches, through to the fans and community networks.

We commit to engaging with Indigenous Australians to leverage opportunities and assist in delivering long-term outcomes through our sporting programs while recognising their sovereignty as First Nations peoples of Australia.

Come join us and be part of shaping the future of sport and recreation.

About the Position

QUT Sport is seeking highly motivated and responsible Convenors to join the team to deliver social sport competitions.

The successful candidates will be able to step up and co-lead / lead various activities such as:

- Operate the systems and equipment to deliver competitions and programs.
- Coordinate aspects of the competitions and programs, including draw creation and shift rostering.
- Allocate assistants and volunteers their roles for each shift to convene a successful competition. This role is casual and hours of work may be outside normal business hours and across both weekdays and weekends.

This role includes physical and functional tasks that requires the incumbent to be able to frequently handle sporting and fitness equipment.

This position reports to the Team Leader, Sport for career planning, development, and performance expectations.

Key responsibilities include:

- Lead the set-up, operation and pack down of sports equipment on and off campus.
- Supervise officials to deliver social sport competitions.
- Ensure maintenance procedures and reporting of faults and damage are followed.

- Provide customer service support as required, including notifying teams of wet weather cancellations.
- Respond promptly to any emergencies or incidents and follow the appropriate procedures.
- Participate in staff training and development programs organised by QUT Sport.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on a casual basis.

Location

Gardens Point and Kelvin Grove campuses.

Selection Criteria

1. Demonstrated knowledge and experience in organising and implementing social sport competitions, including operating associated software.
2. Evidence of current First Aid and CPR certificates or willingness to obtain.
3. Proven ability to lead a team of officials to ensure effective delivery of sporting competitions within established procedures and rule sets.
4. Demonstrated ability to connect and collaborate with colleagues, participants and other stakeholders.
5. Demonstrated communication skills with the ability to effectively answer queries from students and community members to provide a high level of customer service.
6. Demonstrated ability to work effectively within a team and contribute to a positive team culture that aligns with the QUT Values.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 3 (HEW3) which has a casual hourly rate range of \$42.35 to \$47.11 per hour, inclusive of 25% casual loading.

QUT will also pay employer superannuation contributions at the current Superannuation Guarantee (SG) rate.

Information for applicants

To be considered for a Convenor Social Sport position you will be expected to maintain the following during your employment.

- Current First Aid certificate
- Current CPR certificate
- Blue card working with children

This position has been identified by QUT as being engaged in child related employment. Appointment to this position is therefore subject to the provisions of the Working with Children (Risk Management and Screening) Act 2000. The appointee will be required to undergo a 'Working with Children Check' which will assess their suitability to work with children (defined as anyone under 18 years of age) based on his or her criminal history.

For further information about the position, please contact Ben Groth, Team Leader, Sport ben.groth@qut.edu.au or for further information about working at QUT contact Human Resources on 07 3138 5000.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration "performance or achievement relative to opportunity". We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

When applying for this position we encourage you to upload your resume and a cover letter including evidence of the following

- Current First Aid certificate
- Current CPR certificate

Successful applicants must be able to provide evidence of a current Blue Card prior to appointment. This must be maintained for the duration of the appointment.