



# Sport Assistant

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 People Services Portfolio

The People Services Portfolio provides a range of high quality services designed to enrich the staff and student experience at QUT. Services provided by the Portfolio span across the entire student and staff life cycle. In addition, the Portfolio provides advice and leadership to the university on a broad range of student and staff matters, including social justice and public policy.

The Portfolio consists of a range of departments and areas that support non-academic student-focused services and/or our staff. It also has strong links to the rest of the Division and all parts of the University.

The Portfolio aspires to be a collaborative, distinctive and innovative portfolio that makes a real and positive difference. The Portfolio is focused on delivering services to support the university's commitment to an exceptional student and staff experience, leading to positive outcomes in student success, retention and completion. This includes developing a campus culture which is inclusive, safe, and respectful for all students and staff.

## 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 innovation 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 currently seeking highly motivated and responsible Sport Assistants to join the team working across our various programs and facilities.

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

- Running a pop-up sport session for a community event on campus.

- Leading a cycling centre group session with a beginner coaching certificate.
- Being chief-convenor at our social sport football program with FIFA accredited qualifications.

This role is a casual role requiring availability of a flexible nature across QUT Sport programs and facility opening hours and when activities are offered throughout the year.

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 Sport Assistant for career planning, development, and performance expectations.

### Key responsibilities include:

- Assisting at sporting events including but not limited to our Sport - Tech Challenge, QUT Classic fun run and Murri Netball Carnival.
- Operating campus sport programs and activities including pop-up sport, weekly football, social sport and facilities operations.
- Assisting the esports high school programs with set up and operation of the broadcasting studio.
- Participate in staff training and development programs.
- Assist with customer service tasks as required.
- 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. Evidence or willingness to obtain both a First Aid certificate and CPR certificate with the desire to work in Health and Fitness.
2. Proven ability to conduct routine tasks within established procedures.
3. Proven agility to embark on additional training that is funded or partially funded by QUT to enhance QUT Sport programs.
4. Demonstrated ability to connect and collaborate with colleagues, and work effectively within a team.
5. Demonstrated communication skills with the ability to effectively answer queries from participants
6. Demonstrated ability to 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 2 (HEW2) which has a casual hourly rate range of \$40.41 to \$41.38 per hour, inclusive of 25% casual loading.

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

### Information for applicants

The position is open to applicants who have work rights in Australia for the duration of the casual appointment.

In support of our strategic priority of Indigenous Australian success, Aboriginal Australians and Torres Strait Islander people are encouraged to apply.

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

- Blue card working with children

Renewal of these qualifications will be at your own cost.

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](mailto: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 parttime 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.

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.

When applying for this position we encourage you to upload your evidence of, or willingness to obtain the following:

- Current First Aid certificate
- Current CPR certificate