



Position Description – GPS Competition Manager

Position Title:	Competition Manager
Reports to:	Executive Officer
Primary Location:	Spring Hill
Employment Status:	Permanent Full-Time
Current Incumbent:	Vacant
Remuneration:	Competitive Compensation Package
Last Review Date:	April 2022

The Organisation

The Great Public Schools' Association of Queensland (GPS) aims to provide outstanding opportunities for students from its nine-member schools to participate in an extensive range of sporting and cultural activities. This involves the management of the day-to-day operations of six (6) fixture sports, three (3) cultural activities and four (4) Championship events annually. The Association encourages students to pursue excellence in sport and cultural activities underpinned by the values of commitment, courage, teamwork, healthy competition, integrity, fair play and good sportsmanship.

Role Description

The purpose of the **GPS Competition Manager** is to facilitate the **operational** arrangements of sporting and cultural activities to GPS Member Schools and their student community.

The Competition Manager is directly responsible to the Executive Officer of the Association for coordinating day-to-day sport and activity management, Technical Official management, and internal communications to Member School sport and cultural staff.

Responsibilities

1. Manage and prepare the GPS Associations' Sport and Activities competitions
2. Coordinating day-to-day sport and activity management, including Technical Official management
3. Liaise with key event stakeholders ensuring all relevant communications relating to competitions is comprehensive and meet expectations
4. In collaboration with the GPS Association Executive Officer, develop and negotiate Contracts/ MoUs related to sport and activities, such as National Sporting and State Sporting Organisations, technical officials, venues, and championship suppliers where required
5. Provide administrative support to all sporting and cultural programs and participants to ensure the ongoing success of each program.

Administration and reporting

- Maintain and update event template files and relevant competition documents
- Preparing regular Bulletins for each GPS Association Sport and Cultural Activities
- Prepare agendas and produce minutes of sub-committee meetings
- Maintain and update GPS Association SharePoint site with relevant weekly information
- Maintain GPS Association Sport and Activities Rules of Competition
- Pre-season collation of team entries and monitoring throughout the season
- Prepare post-season data analysis on participation, results and injuries
- Ensure post-term actions are completed, including (but not limited to), financial reporting, recommendations on Sport or Activity processes and procedures, members surveys and evaluations
- Maintain GPS Association database of records, including archival materials, event records and historical archives
- Provide managerial support to GPS Association Executive Officer

Competition logistics

- Maintain and deliver GPS Association fixtures and championship electronic draws and results, including weekly scheduling
- Manage the GPS Association Competition databases, including (but not limited to); MyCricket, MatchDay, SportsTG, Rugby Xplorer and Meet Manager
- Collation of and reporting on fixture and championship results
- Implement and monitor adherence to GPS Association Sport and Activities Rules of Competition
- Championship event venue liaison, event day set up and conducting of such activities
- Workforce allocation and management at championship events
- Manage the appointment of GPS Association flagship Technical Officials

Marketing

- Manage the GPS Association website, including content creation, to ensure its ongoing accuracy and relevancy
- Develop official programs for GPS Championship events
- General reports as required by the GPS Association for media use

Compliance and risk management

- Delivery and execution of all COVID compliance and COVID safe procedures applicable to the event, the competition and venues
- In collaboration with the GPS Executive Officer, upkeep and review processes for event operational policies and procedures
- Assist with the management of Operational Risk Assessment Plans for GPS Association activities
- Maintain Child safety practices and policies

Key Interactions (internal and external)

- GPS Executive Officer
- Member School Directors of Sport and Activities
- Member School Directors/ Masters/ Teachers in charge of sport and activities
- State and National Sporting Organisations
- Technical Official Associations

Direct Reports

- Nil

Required Capabilities and Qualifications

The successful applicant will have the appropriate sports management qualifications and/ or experience.

The successful applicant will have:

- 3-5 years' experience in delivering programs/services for external clients and meeting clients key priorities;
- Experience in delivering projects to specific timelines using operational plans or project plans;
- Advance Excel, Microsoft Word, and IT Skills
- Intermediate to advanced Competition Management Systems skills (Match Day/Sports TG, Meet Manager, Rugby Xplorer, MyCricket etc.);
- Demonstrated understanding of the required components to conduct a sporting competition;
- Proven ability to juggle multiple projects with conflicting deadlines;
- Willingness to work flexible hours, e.g. outside of normal office hours and on weekends to meet job requirements;
- Relevant multi-sport administration/ management skills (desirable);
- Sound knowledge of the Independent School sector and the role sport and cultural activities play in the success of boys' education (desirable);

Personal Characteristics

The successful applicant will:

- Be a driven individual with the ability to work autonomously and achieve results;
- Have excellent written and verbal communication;
- Have proven attention to detail characteristics;
- Have experience and understanding of sport and cultural events and their operations
- Enjoys being part of a small team and actively contributes to the building of a positive workplace culture;
- Be innovative, high energy, and possess strong work ethics; and
- Is open to new approaches and adaptable to different systems.

Additional Information

- The GPS Competition Manager position is a full-time position that is required to work flexible hours, including Friday nights and weekends during the school term.
- The position may require travel to meetings and events outside of the regular office location.
- Applicants must possess (or be eligible to obtain) and maintain a current Working with Children Check - Blue Card Queensland.
- Vaccination against COVID-19 is a requirement for all positions at the GPS Association, in accordance with Public Health Orders, Work Health and Safety and duty of care obligations for staff and students at Member Schools. As part of the recruitment/interview process the GPS Association is requesting information related to your vaccination status to ensure we follow all government orders and directives.

Prepare Your Application - Applications Must Include

- A cover letter introducing yourself and providing an overview of your work experience, including how you meet the Key Project and Responsibilities (no more than 2 pages)
- CV (no more than 4 pages)
- The names of two referees
- Statement of expectant salary

Jodie Watson, GPS Executive Officer
jodie.watson@gpsqld.org.au

For enquiries or a confidential discussion, please contact Mrs Jodie Watson on 3214 5441.

Application Process

Applications Open: Friday 29 April 2022
Applications Closing: Monday 16 May 2022
Interviews: Week commencing 23 May 2022