

Manager, School Sport

Operational Initiatives

Position number	00012170
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 7
Reports to	Manager, Operational Initiatives (Level 8)
Direct reports	Coordinator, School Sport x2 (Level 6)

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to support improved educational outcomes for all students
- setting directions for the delivery of services to schools.

The Operational Initiatives branch is responsible for the management and implementation of strategic education programs that support schools and student outcomes. Typically, these programs involve partnership and liaison with the non-government school sectors, corporate and not-for-profit organisations in Western Australia. Delivery of support and services to public schools assisting them to implement these programs is a key responsibility of the Branch.

School Sport works in collaboration with School Sport WA to develop policies and strategic direction in the management of support and services to students and schools. It provides leadership and allocates resources to initiatives and supports regions in their implementation of key initiatives, which includes the promotion, planning, establishment and management of competitive interschool, interstate and international sport for Western Australian school students.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Work in collaboration with School Sport WA to lead and manage the delivery of competitive school sporting opportunities for students in all Western Australian schools.
- Promote, plan, establish and manage competitive interschool, interstate and international sport for Western Australian school students, including country weeks, national carnivals and inter-school swimming and athletic carnivals.
- Contribute to curriculum policy and strategic planning at a school level.
- Coordinate the development, implementation, monitoring and review of School Sport WA policies consistent with related Department and other educational sector policies.
- Oversee the development, implementation and evaluation of policies, procedures and guidelines for international and interstate team activities, duties of interstate officials, functions of sport secretaries and committees, program budgeting, codes of conduct and equity in competition.
- Oversee the selection, preparation and presentation of international teams.
- Liaise with regional offices and schools for effective feedback on, and implementation of, School Sport WA policies.
- Liaise with the relevant Government and Non-Government sporting bodies, local government and other relevant organisations state-wide and inter-state to facilitate cohesion between competitive junior sport programs and community providers.
- Participate on the Australian School Sport Board and represent the views of Western Australia in the determination of Australia-wide policy.
- Work with members of other areas on shared priorities and initiatives to deliver integrated services and support to schools, teachers and/or students.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated high-level knowledge and understanding of the policy directions and issues relating to the organisation of competitive sport for students in schools.
2. Demonstrated extensive skills and experience in planning, organising and coordinating competitive sporting activities at different levels.
3. Demonstrated highly developed people leadership and program management skills with the ability to plan and equitably manage financial resources and the organisation of large scale sporting and other activities.
4. Demonstrated highly developed oral and interpersonal communication skills with the ability to undertake high-level consultations, collaborations and negotiations and build high-level cross-sectoral relationships and networks.
5. Demonstrated highly developed written communication skills, including extensive experience in preparing policies, procedures and guidelines.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy

- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 16 February 2022
Reference D22/0083809