

Coordinator, School Sport

Operational Initiatives

Position number	00022533
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Manager, School Sport (Level 7)
Direct reports	Nil

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 provide assistance and support to the Manager, School Sport in relation to 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.
- Facilitate cooperation between the relevant agencies and contribute to the overall cohesion of sport policy and organisation.
- Develop, monitor and review School Sport WA Association policies consistent with related Department and other educational sector policies.
- Research, develop and implement procedures and guidelines for interstate team activities, duties of interstate officials, functions of sport coordinators and committees, program budgeting, codes of conduct and equity in competition.
- Select, prepare and present international teams.
- Liaise with regional offices and schools for effective feedback on, and implementation of, School Sport WA policies.
- Liaise with relevant Government and Non-Government sporting bodies, local government and other relevant agencies state-wide and inter-state to facilitate cohesion between competitive junior sport programs and community providers.
- Work with members of other areas on shared priorities and initiatives to deliver integrated services and support to schools, teachers and/or students.

Selection criteria

1. Demonstrated high-level knowledge and understanding of the policy development and issues relating to the organisation of competitive sport for students in schools.
2. Demonstrated highly development program management skills, including the ability to plan, organise, coordinate and financially manage competitive sporting activities at different levels.
3. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to deal with high-level negotiations and consultations.
4. Demonstrated highly developed written communication skills, including experience in the preparation of policies.
5. Demonstrated experience in providing support for educational leadership with respect to school sport in Western Australia.

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 22 February 2022
Reference D22/0083823