



REGIONAL SPORT VICTORIA

Position Description: General Manager, Regional Sport Victoria Inc

Award: Social, Community, Home Care and Disability Services Industry Award 2010

EFT: 0.8 – 1.0

Version: 1.0

Signatories and Endorsements

Date of Preparation: 07 October 2019

Incumbent Name:

Incumbent Signature:

Organisational Environment

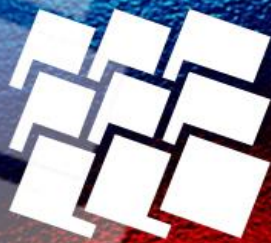
Regional Sport Victoria (RSV) is the peak body which represents and supports nine (9) independent Regional Sports Assemblies (RSA) across regional Victoria.

Regional Sport Victoria aims to provide a collective voice for locally based, regional sport and active recreation in Victoria, and contribute to policy development and the well-being of regional Victorian communities, through strategic partnerships and the support of programs delivered by the member Regional Sports Assemblies.

Regional Sport Victoria provides advocacy on the importance of club-based sport and active recreation to deliver participation, social and health outcomes for regional Victorians and to reduce the regional-metropolitan health disparity.

As an incorporated association, the board of management comprises the delegated representatives of the organisation's members - the nine (9) Victorian Regional Sports Assemblies. These being; Gippsport, Leisure Networks, Mallee Sports Assembly, South West Sport, Sports Central, Sports Focus, Sport North East, Wimmera Regional Sports Assembly and Valley Sport. Combined, the nine (9) Regional Sports Assemblies catchment covers all regional Victoria.

Regional Sport Victoria works closely with its primary funding bodies; Sport and Recreation Victoria and VicHealth, along with other peak sporting bodies such as; Vicsport and the State Sporting Associations other government departments and community bodies to support more Victorians to become more physically active and healthier.



Through the work of its nine (9) Regional Sports Assembly members, Regional Sport Victoria is uniquely able to provide advice about the sporting and active recreation needs of regional Victorians, and the issues which affect them. Regional Sport Victoria draws evidence for its advocacy from 48 local government authorities and regional health agencies covering all of regional Victoria; a population of over 1.45 million rural and regional Victorians and a network of over 6,000 community based sport and recreation organisations.

Position Summary

The General Manager of Regional Sport Victoria has responsibility to collaborate with the organisation's members to implement the organisation's current strategic plan, which supports the development and sustainability of sport and active recreation in regional Victoria, and building of capability of members. Working with the nine (9) member Regional Sports Assemblies, the key focus areas will be to:

- Implement and report on the progress of Regional Sport Victoria's Strategic Plan.
- Advocate on regional sport and active recreation needs to government and other bodies.
- Support the growth of collaborative partnerships between Regional Sports Assemblies and other sport and active recreation bodies
- Develop the capacity of Regional Sports Assemblies to support the growth of sustainable sport and active recreation opportunities in their regional communities
- Support the development of a data and quality framework to further build the quality of work of members and Regional Sport Victoria.

Reporting Relationships:

Reports to: Board of Directors - Regional Sport Victoria
Supervises: Administrative Officer, other staff and/or contracted personnel

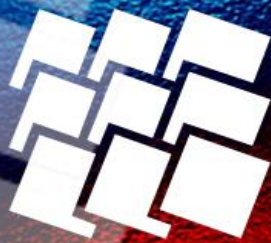
Contacts

Key internal
relationships :

- Regional Sport Victoria - Board of Management
- Member organisations
- Regional Sport Victoria - Administrative Support

Key external
relationships :

- Sport and Recreation Victoria
- VicHealth
- Australian Drug Foundation
- Vicsport
- State Sporting Associations
- Relevant State and Federal government departments
- Municipal Association of Victoria
- Disability Peak Bodies
- Commercial sport organisations
- Various peak bodies as relevant to RSV work at any point in time.



Key Responsibility Areas

Working collaboratively with the Regional Sport Victoria Board of Management, the incumbent will;

1. Communication, marketing and branding

- 1.1. Develop and implement a communication strategy, aligned to Regional Sport Victoria's strategic plan objectives.
- 1.2. Develop digital, media and promotional communication channels and key messages to promote Regional Sport Victoria, its members and their strategic plan objectives.
- 1.3. Support Regional Sport Victoria members to effectively utilise preferred social media platforms.
- 1.4. Build brand awareness and reputation, through determining and communicating the Regional Sport Victoria value proposition to key stakeholders in the Victorian sport sector.
- 1.5. Provide progress reports and regular updates to the Regional Sport Victoria Board of Management outlining milestone achievements and any related issues.

2. Advocacy

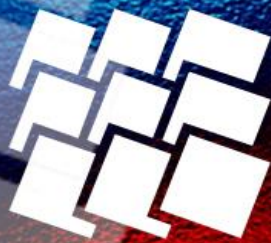
- 2.1. Engage key decision-makers about issues affecting regional sport and active recreation.
- 2.2. Analyse data from a range of sources to provide an evidence base for Regional Sport Victoria advocacy.
- 2.3. Develop advocacy papers in response to government reviews and community sport evidence based trends, issues and needs.
- 2.4. Professionally represent Regional Sport Victoria at sector and sport related forums.
- 2.5. Develop and strengthen relationships with current and potential funding partners.

3. Partnerships and collaboration

- 3.1. Develop a framework of delegated authority and guiding principles for Regional Sport Victoria to act on behalf of the Regional Sports Assemblies.
- 3.2. Participate and support designated network activities that can include, but isn't limited to; project control groups, working groups, steering committees, advisory groups, which fall within the incumbent's scope of skill and knowledge.
- 3.3. Develop opportunities for Regional Sports Assemblies to work in partnership on regional initiatives.
- 3.4. Develop opportunities for Regional Sport Victoria to work collaboratively with other like-minded organisations to achieve Regional Sport Victoria strategic objectives.

4. Capacity building

- 4.1. Undertake a Regional Sport Victoria governance skills audit and develop a professional development plan for Regional Sport Victoria Directors to consider.
- 4.2. Contribute to, where requested, the development of a Regional Sports Assembly staff skills/audit matrix.
- 4.3. Participate in the development of a professional development plan for Regional Sports Assembly staff.
- 4.4. Contribute to the development and implementation of a quality and data collection framework for Regional Sport Victoria



5. Organisational Development and Risk

- 5.1. Ensure the Regional Sport Victoria Rules remain relevant to the governance requirements of the organisation.
- 5.2. Manage the development and implementation of policy and procedures to support the operations of Regional Sport Victoria.
- 5.3. Coordinate the development, implementation, reporting and evaluation of the Regional Sport Victoria strategic plan.
- 5.4. Ensure Regional Sport Victoria provides a safe environment with compliance to Occupational Health and Safety, Equal Employment Opportunity and Child Safe Standards legislation.
- 5.5. Develop and implement an appropriate Risk Register that details potential risks to the organisation based on its risk profile.
- 5.6. Develop and present an annual financial budget to the Regional Sport Victoria Board of Management for their consideration and approval.
- 5.7. Provide to the Regional Sport Victoria Board of Management monthly financial statements together with a monthly financial report providing analysis on any variations of concern to the board.
- 5.8. Develop and implement systems that protect the financial, human and intellectual resources of Regional Sport Victoria and its members.

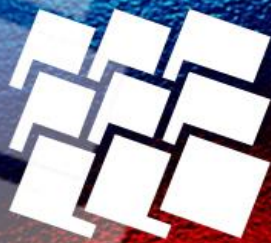
Note: The incumbent can be expected to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Accountability and Authority

- The General Manager is accountable in the first instance to the Board Chair, Regional Sport Victoria.
- This role has spending approval for up to \$3,000. Amounts over \$3,000 require authorization and sign off by the Board Chair, their designated representative, or two members of the Regional Sport Victoria executive.
- The General Manager is responsible for managing other Regional Sport Victoria staff or contractors engaged by Regional Sport Victoria.

Additional Information

- A six (6) month probationary period applies to this position.
- The incumbent will be required to travel as part of completing the required duties of the role. Any reasonable travel costs incurred will be reimbursed by Regional Sport Victoria and in accordance with the governing award..
- Flexibility in working hours is a condition of employment with some after-hours work required due to the nature of the sector. Any hours worked beyond the maximum allocated hours of employment will be provided for on a Time in Lieu basis.



Skills, Knowledge and Abilities (Key Selection Criteria)

Mandatory:

1. Demonstrated ability to collaborate, advocate and build strong relationships with a wide range of stakeholders across government, sport and active recreation, community, and corporate sectors.
2. Excellent oral and written communication skills, including ability to write clear, concise, evidence-based papers, reports and public relations copy.
3. Demonstrated ability to undertake data analysis; and plan, prepare and deploy advocacy campaigns utilising a range of media.
4. Excellent time management skills with the ability to multi-task and deliver to required timeframes, whilst maintaining a high attention to detail.
5. Demonstrated ability to work independently and as part of a small team.

Highly Desirable:

6. Experience in the community sport and active recreation sector.
7. Demonstrated understanding of, and the ability to apply, the principles of good governance as they relate to a not-for-profit organisation.
8. Demonstrated knowledge in financial management.
9. Detailed understanding of ICT and its application to the sport sector.

Qualifications and Licenses	Priority Status
Qualifications: A tertiary degree or higher in a field relating to management, public health, sport or other relevant area.	Highly Regarded
Post graduate qualifications in management, public health, community development, sport or other relevant field	Highly Regarded
Further study in governance, not-for-profit sector, research or other relevant field	Preferred
Experience : Experience in managing projects, human resources, finances	Preferred
Current Victorian Working With Children Check Card (WWCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential