



Position Specification
Operations and Events Manager

I. Company Details

Name: Rowing Queensland Incorporated

Address: P.O. Box 3575
South Brisbane QLD 4101

150 Jane St
West End, QLD, 4101

Direct Supervisor: Christian Renford - CEO

II. The Position

Position Title: Operations and Events Manager

Position Overview:

Rowing Queensland is seeking a dedicated person for the role of Operations and Events Manager reporting to the CEO. The RQI Operations and Events Manager is primarily responsible for the coordination and conduct of the organisations state wide regatta program and administration of Rowing Online Management System. The position is also responsible for coordination of events, conferences and special projects as directed by the CEO.

Position Type:

Full time – Nominal 38 hrs per week

Salary Package:

Structured to attract high quality candidates

People Contacts:

Internal

- CEO
- Rowing Queensland Board
- Development Manager
- Administration Officer
- Regatta Secretary
- High Performance Manager

External:

- Athletes (elite, sub elite, club, school)
- Coaches (elite, sub elite, club, school)
- Administration (National, state, institute, club, school)
- Regatta Officials
- Regional Sporting Bodies
- Maritime Safety Queensland and Brisbane Ferries

Key Tasks/Activities/Responsibilities:

Competition

The Operations and Events Manager is responsible for the coordination and conduct of the organisations annual regatta program. Specifically the Operations and Events Manager will:

- Coordinate the collection of Entries and club invoicing through the Rowing Online Management System (ROMS).
- Compilation of regatta draws and rowing events
- Collection, publishing and archiving of results.
- Production of various statistics in relation to regatta as directed by the CEO and Regatta Secretary
- Distribution of regatta information to member clubs and schools
- Promotion and management of major events and functions
- Competition compliance with RQI Rules and Laws of Boat Racing
- Event Management of Regattas including field of play operations.
- Coordination of the States annual competition program and calendar
- Venue booking and permit acquisition
- Risk management and safe use of water courses
- Management of the Club Regatta Improvement Program.

Operations

The Operations and Events Manager is responsible for the coordination of all general administration duties and the day to day operation of the organisation's office. Specifically the Operations and Events Manager will:

- Conduct of Risk Management activities for all competitions, events and clubs
- Management of the venue booking system for Lake Kawana
- Management of all Rowing Queensland assets registry including the ongoing management of the Boat Race Officials Trailer equipment.
- Management and development of Rowing Queensland web site and coordination of RQ communication strategy.
- Management of RQ operation requirements for the Rowing Online Management System (ROMS)

Special Projects

The Operations and Events Manager is also responsible for the coordination of specific annual and other major events as directed. These include the:

- Coordination of annual dinner

- Coordination of annual Kings Cup and Interstate Luncheon
- Coordination of biennial state Coaches and Officials Conference
- Coordination of other small projects as directed the CEO.
- Achievement of financial targets as set by management in relation to the regattas and special events.

Measurement

The Operations and Events Managers performance will primarily be measured against the following criteria.

- Achievement of KPI targets outlined in Strategic plan.
- Effective management of states Competition program
- Effective administration of the Rowing Online Management System.
- Effective internal and external stakeholder management.
- Financial and budgetary outcomes.

III. Person Profile:

Position Requirements

Essential:

- Previous experience in developing, implementing and monitoring operational projects for clubs, schools, athletes and coaches at all levels.
- Sports administration skills and experience including program development, managing and coordinating volunteers and working in small work teams.
- Previous marketing and communication experience.
- Knowledge of local, state and national trends in sport and recreation relating to sport associations and clubs.

Preferred:

- Tertiary qualifications in sports administration, coaching, leisure or sports science and/or appropriate work experience.
- Experience with Microsoft Office package

Behaviour Criteria

Task Ability:

- Analysis (Problem Identification)
- Judgement (Decision Making)

- Operational Planning Awareness
- Communication (verbal and written)

Interpersonal Ability:

- Building Relationships
- Influence and Persuasion

Personal Attributes

- Flexibility & Adaptability
- Information Monitoring
- Self Motivation
- Tolerance for Stress
- Work Standards

1. Analysis (Problem Identification)

Secures and considers relevant information; uses questions and research to obtain information; relates and compares data from different sources and considers the relevance, reliability and accuracy of the source; makes comparisons and recognises trends; identifies key issues and cause-effect relationships.

Key Behaviours:

- Fact finding, researching and asking questions to obtain relevant information
- Making comparisons, recognising trends, implications, problems or opportunities
- Relating and comparing data considering the source
- Identifying key issues and cause-effect relationships

2. Judgement (Decision Making)

Makes decisions or commits to a course of action in a timely manner, after consideration of established criteria, available options and alternative courses of action; draws inferences and makes logical assumptions that are consistent with the circumstances and information available; takes into consideration possible constraints eg. people's capability, financial resources, organisation policy and procedures.

Key Behaviours:

- Making a decision/committing to action when necessary
- Considering criteria, weighing up options and alternatives
- Inferences and assumptions are logical and supported by data

- Considering constraints, people's capability and financial resources, organisation's policies and procedures

3. Operational Planning Awareness

Establishes a course of action to implement a plan or strategy; allocates resources - human, material, financial; designs alternate goals and contingencies.

Key Behaviours:

- Implementing a plan or strategy
- Establishing a course of action
- Allocating resources – human, material, financial
- Designing alternate goals and contingencies

4. Building Partnerships

Uses appropriate interpersonal styles and communication methods to work effectively with business partners to meet mutual goals and objectives; builds networks to obtain co-operation without relying on authority.

Key Behaviours:

- Establishing shared goals
- Explaining the value of solutions; looking for “win-win”
- Developing and maintaining relationships
- Building networks to obtain co-operation without relying on authority

5. Influence & Persuasiveness

Uses appropriate interpersonal styles and methods to gain agreement, commitment and understanding of an idea, plan, activity, product or service, seeks information about situations, problems, opportunities and implications; identifies explicit needs; provides relevant information and shows benefits to be obtained; modifies approach when necessary.

Key Behaviours:

- Seeking information with questions, listening and responding
- Showing understanding of situations, concerns and feelings
- Providing relevant information and showing benefits
- Asking for agreement or commitment when appropriate and persevering to obtain acceptance
- Changing style or approach to accommodate situations and individuals involved

6. Flexibility & Adaptability

Maintains energy, commitment and effectiveness in different situations and/or with different tasks, assignments, technologies, systems or processes; interacts effectively with people from different organisational levels, people with varying backgrounds, or from different cultures.

Key Behaviours:

- Working effectively in different locations/work conditions
- Working well with different types of people
- Handling a variety of tasks or assignments
- Ready to work with new technology, systems, processes

7. Information Monitoring

Establishes and maintains systems, programs and procedures; obtains, analyses and reviews information necessary for the management of a project and the maintenance of high performance; takes into account the skills, knowledge, experience and attitudes of individuals affected or involved and the specific characteristics of the project, system, process or equipment monitored.

Key Behaviours:

- Establishing and maintaining systems, programs, procedures to monitor performance
- Establishing periodic sampling, feedback or status reports
- Obtaining support and cooperation from people to provide data and/or use monitoring systems
- Identifying exceptions or performance issues in a timely manner

8. Self Motivation

*Perseveres and continuously pursues new opportunities; inclined to initiate movement **or** action.*

Key Behaviours:

- Persevering, tenacious and continuously pursuing new opportunities
- Personal circumstances that cause or induce an individual to act in a particular manner
- Motivating factors, focussing on results, initiating movement and courses of action

9. Tolerance for Stress

Maintains stable performance under pressure and/or opposition, such as time pressure or job ambiguity; relieves stress in a manner that is acceptable to the person, others and the organisation.

Key Behaviours:

- Maintaining stability and effectiveness when under tight time constraints
- Maintaining stability and effectiveness with opposition to opinion or viewpoint
- Maintaining stability and effectiveness in the face of multiple tasks with unclear priorities
- Maintaining stable performance in the face of an uncertain, changing or unstructured work environment

10. Work Standards

Sets high standards of performance for self and reinforces high performance standards to individuals and the work group; does not just accept standards imposed by others; not satisfied with just average performance.

Key Behaviours:

- Maintaining high personal work standards
- Seeking to do better than just “good enough”; wanting to finish things properly
- Reinforcing high performance standards for individuals work group and organisation
- Encouraging people to meet and beat current standards for quality, quantity, cost and timeliness

IV. How to Apply:

Refer to the position specification. Applications to provide a one-page covering letter addressing the selection criteria, and CV, submitted electronically to Christian Renford, CEO, Rowing Queensland Inc.

Apply to:

Name Christian Renford
Phone (07) 3846 2711
Email christianr@rowingqld.asn.au

Closing Date 26 September 2008