



# ESO | Venue Manager

## Position Information Document

### Student Counsellor

|                |   |
|----------------|---|
| Grade          | ESO Grade 2 (Services Stream)                           |
| Engagement     | Casual – Saturday morning-early afternoon work required |
| Responsible to | Director of Co-Curricular Sport                         |

### Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

### Role Purpose

The Venue Manager plays a pivotal role in the smooth operation of the College's largest gymnasium, enabling the effective delivery of many and varied co-curricular sport activities.

### Key Working Relationships

- Director of Co-Curricular Sport
- Sports Coordinators
- Sport ESOs
- Students
- Parents/ Caregivers/ Guardians
- Volunteers, including Sport Coaches and Umpires

### Key responsibilities

The Venue Manager will undertake the following key responsibilities:

- Upon arrival, disarm and unlock College gymnasium and facilities for sporting events
- Prior to departure, undertake gymnasium and facilities close routine, including checking all changerooms for cleanliness, damage and/or lost property, arm and lock College gymnasium and facilities after sporting events
- Setting up relevant equipment and facilities in preparation for and pack up after the completion of sport games
- Operation of relevant venue systems, including air conditioning, scoreboard operations, backboard system and alarm system.
- Ensure that all equipment and score cards are ready and accessible for match play and collect these at the end of matches (where required)



- Welcome and liaise with match officials, volunteers, and contractors
- Provide active supervision and an engaged presence at the venue
- Be a visible point of contact for visiting schools and parents, and answer any queries
- Manage ad-hoc issues as they arise, which may include sporting injuries, car park management issues, system malfunctions (i.e. scoreboard), amenity break downs (i.e. toilets) etc
- Ensure students are not left unsupervised and all have been collected at the end of matches
- Prepare required signage and ensure these are visible to the community
- Support and enforce College expectations, including behaviour in accordance with the Mercy Keys, with players, parents/cargivers/guardians and spectators
- Communicate with Sport Co-Curricular and other College staff in order to ensure safe and positive sport operations
- Communicate with the Director of Co-Curricular Sport and Sports Coordinators regarding injuries or concerns and complete incident forms where required
- Liaise with external agencies and stakeholders as required, especially in cases of emergency response, such as with SA Ambulance, Police and Fire, as required
- Coordinate and support the general day-to-day operations of the venue, such as general tidiness, litter collection, car park management
- Liaise with members of the College community, as well as visiting students and families
- Administer First Aid as required and monitor and re-stock first aid supplies as required
- Perform Fire Warden duties for the facility whilst on duty
- Perform any other reasonable duties in line with your current classification, as required from time to time, at the discretion of the Principal.

### Person specification

The Venue Manager will demonstrate:

- A passion for sport, in particular for the participation of young people in sporting endeavours as well as competitive sport
- Strong organisation and time management skills, including capacity to prioritise multiple, competing demands in a calm and ordered manner
- Strong attention to detail and a conscientious approach to work tasks
- Ability to work autonomously, as well as collaboratively in a team environment
- Well developed communication skills and an ability to build rapport with a range of stakeholders
- Well developed problem solving skills and a capacity to operate calmly and methodically as issues arise
- Friendly, warm, approachable and positive interpersonal style
- Willingness to uphold and contribute to the culture and ethos of our Catholic College
- Willingness to adhere to relevant Workplace Health and Safety obligations, as outlined in Appendix A.

### Qualifications and experience

The Venue Manager will have experience, qualifications and expertise as follows:

- Some experience playing competitive sport, and thus a knowledge of match processes, will be advantageous
- Experience working within a school environment or with children or young people would be advantageous
- Current Working With Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS)
- HLTAID012 Provide First Aid in an Education and Care Setting Certificate
- Responding to Risks of Harm, Abuse and Neglect in an Education and Care setting (RRHAN-EC) certificate



**Conditions of Employment**

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Weekend work comprises the majority of hours worked in this role.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

**Approval of Position Description**

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) \_\_\_\_\_ date: / /2024

Signed (Employee) \_\_\_\_\_ date / /2024



## **APPENDIX A - Workplace Health Safety & Welfare**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.