

POSITION DESCRIPTION



Position Title: Project Officer

Responsible to: Executive Officer (SMA-VIC/TAS)
President SMA-TAS

Organisational Background

Sports Medicine Australia is Australia's peak national umbrella body for sports medicine and sports science and the leading advisory body on all medical and health issues for active people – from weekend enthusiasts of all ages through to elite level competition.

The healthy and safe participation of Australians in sport is the primary concern for all involved with Sports Medicine Australia.

Sports Medicine Australia plays an active role in educating professionals and sports-minded community members and assists active people to obtain optimal benefits from their exercise, activity and competition.

Sports Medicine Australia membership incorporates a diverse range of sports science and sports medicine professionals. These include:- Sports Physicians, Sports Doctors, Physiotherapists, Podiatrists, Dietitians, Psychologists, Sports Scientists, Soft Tissue Therapists (Special Interest Group) and many more.

At a community level Sports Medicine Australia is responsible for creating a safe playing environment in which all Australians can actively and freely participate. One of the means by which safe participation is promoted is through the provision of safety personnel at sports events and activities. Many of these safety personnel throughout Australia are trained through the Sports Medicine Australia Safer Sport Program (SSP). SMA also delivers numerous professional development events.

Sports Medicine Australia – Victoria (SMA-VIC) has been appointed by the Board of Sports Medicine Australia – Tasmania (SMA-TAS) to manage a project to be undertaken with a 2010 State Grant from Sport and Recreation Tasmania (SRT). A project officer based in Tasmania will have key role in meeting the objectives of the project.

The Project Officer (PO) is responsible for the administration and management of allocated activities. The PO will be responsible for finalising project timelines, meeting project outcomes, managing program budgets and project activities in conjunction with the EO and relevant SMA-VIC staff.

Key Accountabilities

1. Build relationships with key stakeholders in Tasmanian state sporting organisations and schools.
2. Build awareness of Sports Medicine Australia, its programs and education activities.
3. Manage project tasks – meeting project timelines, conducting project evaluation as required
4. Provide regular reports and maintain project databases and spreadsheets
5. Provide information and referrals to SMA-VIC staff , this could include
 - Communication regarding potential participants, presenters, venues, caterers

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6. Assist with distribution of promotions, including contributing to mail outs and eflashes that includes promotional flyers, advertising and new resources
7. Manage project budget as required in conjunction with EO and Finance Administrator
8. Attend SMA-TAS Board meetings and act as minute taker

Organisational Relationships

The PO will report directly to the SMA-VIC/TAS Executive Officer. At times the PO will be required to liaise with other SMA-VIC staff and SMA-TAS Board members to achieve project outcomes.

Generic Responsibilities

- Deliver high levels of customer service
- Openly communicate ideas and information
- Exercise initiative and assist in the solving of problems
- Other duties as negotiated

Essential Attributes

- Ability to build relationships
- Strong attention to detail
- The ability to work independently and as part of a team
- PC skills and a sound understanding of Microsoft Word and database software
- The ability to plan tasks, analyse material and make recommendations
- Experience in project management
- Current drivers licence and access to vehicle

Desirable Attributes

- Knowledge/understanding of SMA activities
- Understanding of community sport
- Experience working with volunteers
- Understanding of the Tasmanian Sport and Recreation Industry

Key Selection Criteria

1. Qualifications or previous experience in Sports Administration or related field
2. Excellent interpersonal and communication skills and a demonstrated ability to communicate at all levels
3. Excellent time management skills and a demonstrated ability to co-ordinate several activities concurrently
4. Experience in project management
5. The ability to work independently and as part of a team
6. PC skills and a sound understanding of Microsoft Office software
7. Experience providing excellent customer service

CONTRACT INFORMATION



Selection Process:

Interested individuals will be assessed against their responses to the identified key selection criteria and ability to deliver the key project outcomes.

Short listed candidates will be invited to interview on Monday 1st March 2010 in Hobart.

Term of Contract:

This position is a contract position - commencing April 5th 2010 and concluding Dec 17th 2010.

Remuneration:

This is a contract position, a fee will be negotiated with the successful applicant – it is anticipated that the role will involve 12 – 14 hours per week (averaged). The successful applicant will invoice SMA-TAS as per an agreed schedule. Total remuneration includes allowances for items such as phone, internet, travel and accommodation.

Equipment:

A laptop and data projector will be provided for the term of the contract.

Performance Review:

Performance will be measured against key outcomes.

Hours:

This role will require the successful applicant to manage their hours, with the understanding that the role will require some work outside of traditional office hours and may also include some weekend work.