



ACC Operations Officer – Role Description

Duties of the Operations Officer

During the term of employment, the duties of the Operations Officer shall be:

General

- to assist the Executive Officer as required in all aspects of managing the Association and its program of activities and events.
- to ensure that the sporting life of the Association is conducted efficiently in a friendly and sporting spirit, promoting the values of sportsmanship and fair play.

Administration

- to prepare the Annual Association Handbook and update ACC records.
- to provide planning information for schools via an annual calendar of ACC events and activities.
- to prepare agendas and relevant notes for meetings of the Directors of Sport and various sub-committees, in addition to preparing / distributing minutes and following up business arising.
- to assist the Executive Officer with the risk management process for all ACC activities, including oversight on student safety, relevant insurance and legal requirements.
- to liaise with ACC Principals, Deputy Principals, Directors of Sport, Music Heads and the Arts Committee as required to ensure ACC operations run smoothly.
- to assist with the content management and maintenance of the ACC website.
- to manage the various communication platforms utilised by the Association, including the production of social media content, publications and promotional material under the direction of the Executive Officer.
- to update the ACC Hall of Fame and send out certificates to schools annually.
- to oversee ACC archival material and source relevant content from member schools and associated organisations for event promotion and relevant publications.
- to assist with the ACC Awards program for staff and students.
- to assist with the induction process for new members to the various ACC committees through the provision of an induction package and relevant sports software training sessions as required.

Sport

The Operations Officer shall, in accordance with the ethos of the ACC, as outlined in the ACC Handbook, promote good relationships between member schools by ensuring an efficient and fair sporting competition:

- to utilise relevant results management software to collate results and update ladders for weekly sport.
- to liaise with the Directors of Sport regarding fixture changes (venue, date, time) and update online results management software accordingly.
- to book and confirm all venues for weekly sport finals, tournaments and championships.
- to oversee the appointment of referees and umpires as required for home/away and finals matches.
- to oversee sport finals as required and conduct presentations for grand finals.
- to assist the Executive Officer in appointing officials from governing bodies for Championships, for example, Athletics Victoria and Swimming Victoria.
- to assist the Executive Officer in the preparation, planning and administration of the Annual Swimming, Athletics, Cross Country and other approved Championships.
- to assist the Executive Officer in the preparation, planning and administration of the representative sport program.
- to oversee the purchasing and stock control for all certificates, pennants and trophies for all competitions and events as required and ensure that the appropriate trophies are available for presentation at all Championships and Tournaments.
- to prepare and distribute the Coach's Memo and Coach Summary at the commencement of each term.
- to oversee the appointment of first-aid personnel at specified ACC events.

Activities & Events

- to assist the Executive Officer in planning and overseeing the staging of the major events program, including the biennial Art & Technology Exhibition and the triennial Music Concert.
- to assist the Executive Officer in planning and overseeing the various ACC tournaments, as well as managing specific events as required, including the Open & Junior Golf tournaments, the Open, Intermediate & Junior Chess tournaments, the Open, Intermediate and Junior Badminton tournaments and the implementation of the ACC music activities in consultation with Music Heads.
- to assist the Executive Officer in planning and overseeing the ACC Leadership Program, including the Sports Leadership Workshop, the Annual Leadership Dinner and various online forums for staff and students.

Benefits

Salary

The salary, including superannuation (paid fortnightly) for this role will be adjusted as per incremental rises as per adjustments in any subsequent Victorian Catholic Multi-Employer Agreement.

Annual Leave

During the course of this agreement, the Operations Officer shall be entitled to annual leave in line with regular school holidays ("non-term" weeks) in each year on full pay with annual leave loading of 17.5%.

Expenses

The Operations Officer will be reimbursed for all reasonable out of pocket expenses properly incurred in the performance of employment in this role.

Period of Engagement: Fixed term of three (3) years.

Education Support Classification: Cat B, Level 2-8, \$70, 238