



ROWING COORDINATOR Position Description

POSITION DETAILS			
Department	Student Services, Sports and Activities	Enterprise Agreement	Teacher or General Staff
Location	Senior Campus, Mowbray Heights	Remuneration	Applicable Enterprise Agreement Rate
Manager	Director of Sport	WHS Role	Workplace Health and Safety Worker
Employment Status	Part-time (0.5 FTE)	Date	30 August 2019

ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL

Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape the world with courage, curiosity, creativity and compassion.

GRAMMAR IDENTITY	GRAMMAR IDENTITY IN ACTION	GRAMMAR VIRTUES
<ul style="list-style-type: none"> • Global Learners and Leaders • Courageous Learners and Leaders • Curious Learners and Leaders • Creative learners and Leaders • Compassionate Learners and Leaders 	<ul style="list-style-type: none"> • Understanding, engaging and influencing the world. • Embracing challenges in the world with sincerity and justice. • Exploring and examining the world. • Discovering and designing solutions for the world. • Seeking and serving the needs of the world. 	<ul style="list-style-type: none"> • Wisdom, Gentleness, Love • Sincerity, Justice, Forgiveness • Humility, Thankfulness, Patience • Hope, Joy, Perseverance • Service, Compassion, Kindness

PURPOSE OF THE POSITION

This position is responsible for the overall coordination of the Launceston Grammar Rowing programme.

REPORTING RELATIONSHIPS		
<pre> graph TD A["Deputy Head (Students) / Head of Senior Campus Nick Foster"] --> B["Director of Sport Adrian Finch"] B --> C["Rowing Coordinator Vacant"] C --> D["Boatshed and Safety Manager Vacant"] C --> E["Rowing Coaches"] </pre>	Direct Report	Rowing Coaches
	Key Relationships	<ul style="list-style-type: none"> • Headmaster • Deputy Head (Students) / Head of Senior Campus • Director of Sport • Human Resources Manager • Rowing Coaches • Rowing Management and Parent Support Group members • Relevant sporting and coaching bodies such as Tasmanian Institute of Sport, Rowing Tasmania and Tasmanian Schools Rowing Association • Property Manager • Community Engagement Team • Business Office • MAST • Parent Support Group • Teaching and General Staff

SELECTION CRITERIA	
Qualifications, Registration and Licences	<p>Teacher Registration – Tasmanian Teachers Registration Board, if the successful candidate is a teacher.</p> <p>Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.</p> <p>First Aid – HLTAID004, Provide First Aid in an Education and Care Setting.</p> <p>Vehicle Licence – Current driver’s licence. A light rigid vehicle licence is desirable.</p> <p>Coaching Qualifications – Minimum Level 1 Rowing Australia Coach</p>

Experience	<p>Rowing – High level experience of Rowing, including training and competitions.</p> <p>Administration – relevant experience, in an office environment.</p> <p>Workplace Health and Safety – Knowledge and experience with contemporary safety practices.</p> <p>Working with Children – Experience working in a relevant learning environment for children is desirable.</p>
Skills	<p>Instructing — Teaching others how to do something.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, to make improvements or take corrective action.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Service Orientation — Actively looking for ways to help people.</p> <p>Judgement – Exercise discretion and good judgement on complex matters.</p>
Personal Attributes	<p>Leadership — A willingness to lead, take charge, and offer opinions and direction.</p> <p>Dependability — Being reliable, responsible, and dependable, and fulfilling obligations.</p> <p>Integrity — Being honest and ethical.</p> <p>Attention to Detail — Being careful about detail and thorough in completing work tasks.</p> <p>Initiative — A willingness to take on responsibilities and challenges.</p> <p>Adaptability/Flexibility — Being open to change (positive or negative) and to considerable variety in the workplace.</p> <p>Concern for Others — Being sensitive to others' needs and feelings and being understanding and helpful on the job.</p> <p>Cooperation — Being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p> <p>Independence — Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.</p> <p>Role modelling – Model the values of the School and through words and personal actions inspire others to do the same.</p>

PROFESSIONAL KNOWLEDGE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Administration and Management	<ul style="list-style-type: none"> Knowledge of business and management principles involved in strategic planning, resource allocation, information technology and coordination of people. 	<ul style="list-style-type: none"> Collaboration with the Director of Sport in the development of a strategic plan for the rowing programme.
Clerical	<ul style="list-style-type: none"> Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. 	<ul style="list-style-type: none"> Completion of tasks as requested, to specifications and within required timeframes.
Psychology	<ul style="list-style-type: none"> Knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation. 	<ul style="list-style-type: none"> Demonstrated through documented training programmes that show consideration of participant learning styles and physical needs.
Training	<ul style="list-style-type: none"> Knowledge of principles and methods for training design, instruction for individuals and groups, and the measurement of training effects. 	<ul style="list-style-type: none"> Demonstrated through documented training programmes.
Customer and Personal Service	<ul style="list-style-type: none"> Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	<ul style="list-style-type: none"> Respond to enquiries immediately and resolve within one business day or referred on to appropriate person. All staff, students and community members are always treated courteously and professionally.

PROFESSIONAL PRACTICE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Rowing Programme	<ul style="list-style-type: none"> Ensure the programme is accessible for rowers from Years 7 to 12 and that participants are effectively coached and supported so that technical skills, fitness and strength are appropriately developed to achieve peak performance at key rowing regattas. Lead the development and review of a strategic plan for the rowing programme in consultation with the Director of Sport and relevant personnel. 	<ul style="list-style-type: none"> Development of a strategic plan for the rowing programme. All coaches inducted prior to commencement of the rowing season. Evidence of attendance at regattas. Development of behaviour management and disciplinary processes for rowers. Evidence of coaching plans.

	<ul style="list-style-type: none"> • Conduct a season launch with induction for all coaches and volunteers to outline expected behaviour, on water practices, uniform requirements, and duty of care. • Support the Boatshed and Safety Manager conduct an induction for all coaches and volunteers for trailer towing and equipment use practices, tinny driving, boatshed and vehicle access procedures. • Attend all school regattas and selected club regattas • Promote and ensure that all rowers and personnel uphold the mission of the programme, the sporting ethos and Code of Conduct. • Develop, implement and review appropriate behaviour management and disciplinary processes and outcomes for rowers when breaches arise. • Develop, implement and review structured long-term and seasonal competition and coaching programs that support access, participation and competition opportunities and success for rowers of all abilities. • With input from relevant coaches make final squad and crew selections for rowing regattas following selection practices as defined by Tasmanian Institute of Sport and Rowing Tasmania. • Oversee logistical arrangements for successful and safe participation in regattas and camps. • Represent and be the contact person for Launceston Grammar at rowing regattas and relevant local, state or national forums and events related to the Programme. • Develop pathways and supportive relationships with rowing organisations to provide opportunities for rowers beyond Year 12. • Lead the annual review, implementation and achievement of the Programme Business Plan and ensure that the 	<ul style="list-style-type: none"> • Development of an annual Business Plan for Rowing.
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	rowing community understand the Plan's significant objectives and key performance measures.	
Workplace Health and Safety	<ul style="list-style-type: none"> • Support the Boatshed and Safety Manager with the effective implementation of the Work, Health and Safety Act, Regulations and relevant Codes of Practice. • Support the effective development, implementation and review of the School's WHS Policy and procedures such as (but not limited to) risk assessment, hazard and injury reporting, working at heights, electrical safety. • Support the role of Rowing Safety Officer as defined by Rowing Tasmania for onsite supervision of all defined on-water training sessions. • Uphold and support the School's WHS Policy and procedures and follow reasonable work requests or directions related to work health and safety. • Take reasonable care for your own health and safety and for the health and safety of others. • Ensure that relevant School policy and procedures and standards from peak sporting bodies such as Rowing Australian Safety Guidelines are applied to Programme policy and procedures. 	<ul style="list-style-type: none"> • Development of a Workplace Health and Safety Management system for rowing. • All rowing incidents and reported and investigated in accordance with Launceston Grammar policies and procedures.
Asset and Financial Management	<ul style="list-style-type: none"> • Maintain annual capital and recurrent budget proposals for approval by the Business Manager including recommendations for building, boat, vehicle, trailer or other equipment repairs and renewals. • Support the Boatshed and Safety Manager to ensure that allocated buildings, boats, vehicles, trailers and all other equipment are maintained and presented to a high standard within the scope of allocated budgets • Support the sustainability of the Programme by contributing to and promoting revenue-raising initiatives including attendance at significant fundraising events. 	<ul style="list-style-type: none"> • Efficient budget management and allocation of resources. • Invoices are processed in accordance with Launceston Grammar policies and procedures. • Evidence of successful revenue raising activities.

<p>Leading Others</p>	<ul style="list-style-type: none"> • Ensure coaches, school staff and volunteers are ready and able to contribute to the programme, understand their roles and are supported with appropriate resources and safety and human resource protocols and procedures. • Develop, implement and review the skill and professional development of the coaching team and significant volunteer roles using resources from relevant bodies such as Rowing Australia and Rowing Tasmania to ensure continual improvement of coaching and the contribution of individuals within the Programme. • Ensure that all rowers and community members understand the School's volunteer and Working with Vulnerable People (WWVP) registration requirements, kindness, bullying and harassment and grievance policies. • In conjunction with the Human Resources Manager, ensure that all volunteers are registered annually as part of the School Volunteer Programme and rowing community. • Arrange required training such as but not limited to swim tests, first aid, anaphylaxis on a regular basis. • Facilitate a formal annual review of coaching performance by supporting coaches through an individual reflective practice and whole-programme review. • Develop, annually review and implement coaching standards and relevant professional development at the commencement of each season. • Contribute to succession planning initiatives for the coaching team and significant volunteer roles within the Rowing Management Group and Parent Support Group by assisting the Director of Sport to identify and build positive relationships with potential individuals. • Select coaches and other significant volunteer roles when required. 	<ul style="list-style-type: none"> • Implementation of coaching development plans. • 100% compliance of all rowing community members with the requirements of Working with Vulnerable People registration. • Annual review of coaching performance conducted. • Development of coaching standards.
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	<ul style="list-style-type: none"> Organise and attend regular coaches' meetings. Attend Parent Support Group and Rowing Management Group meetings. 	
Boatshed	<ul style="list-style-type: none"> Maintain equipment value and inventory list Assist the Rowing Management Group to maintain equipment rollover, equipment upgrades and maintenance records. 	<ul style="list-style-type: none"> Inventory list developed and maintained.

PROFESSIONAL ENGAGEMENT		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Community Engagement	<ul style="list-style-type: none"> Ensure that rowers and their families are informed of relevant competition, selection and logistical arrangements for regatta participation in a timely and when required, sensitive, manner. Ensure that the School community is regularly informed of the Programme's achievements and successes via School newsletters and social media channels as appropriate. Contribute to and attend relevant School and rowing events that provide an opportunity to build community engagement and/or fundraising. Build and maintain positive working relationships and represent Launceston Grammar at relevant local, state and national rowing club and peak sporting organisations. Liaise and communicate with neighbouring rowing clubs on all matters relating to the use of the Tamar River and training facilities. 	<ul style="list-style-type: none"> Evidence of regular meetings and communication with the rowing community. Attendance at rowing events. Evidence of engagement with peak sporting organisations and rowing clubs.

Engage Professionally with Colleagues and the Community	<ul style="list-style-type: none"> • Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes. • Establish and maintain respectful collaborative relationships with colleagues, students, parents and the community. 	<ul style="list-style-type: none"> • Abide by all Launceston Church Grammar School policy and procedures. • Display appropriate electronic etiquette.
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PROFESSIONAL BEHAVIOUR		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Child Safety	<ul style="list-style-type: none"> • Be aware of, understand and comply with the principles of the Child Safe Standards. • Ensure adherence to the School's Child Protection Policy, including the Child Safe Standards, and demonstrate behaviours in accordance with these. • Complete Child Protection training upon commencement at the School, and as required from there on in. • Take all reasonable steps to protect students from abuse. • Report any reasonable belief that a child's safety is at risk as per school policies and procedures. • Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner. 	<ul style="list-style-type: none"> • All Launceston Church Grammar School policy compliance is met.
Work Safely	<ul style="list-style-type: none"> • Ensure you behave in a way that is safe and appropriate in all situations. • Undertake any training as required for the effective performance of your duties. • Follow Launceston Church Grammar School Workplace Health and Safety policy and procedures. • Report any hazards, accident and incidents. 	<ul style="list-style-type: none"> • Student, staff and volunteer safety are maximised. • Students, staff and volunteers are not exposed to unnecessary risk of harm. • All Launceston Church Grammar School policy compliance is met.

CONDITIONS OF EMPLOYMENT	
Employment Legislation	<p>Specific conditions of employment are derived from the Fair Work Act, the applicable Award and Enterprise Agreement, Launceston Church Grammar School policies and procedures. Copies of these documents are available from the following websites:</p> <p>Fair Work Act http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/</p> <p>Educational Services (Teachers) Award 2010 – MA000077 https://www.fwc.gov.au/documents/documents/modern_awards/award/MA000077/default.htm</p> <p>Educational Services (Schools) General Staff Award 2010 – MA000076 https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000076/default.htm</p> <p>Launceston Church Grammar School (Teachers) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae415876.pdf</p> <p>Launceston Church Grammar School (General Staff) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae417496.pdf</p>
Remuneration	<p>Wages will be based on the applicable enterprise agreement depending on if the successful candidate is a teacher or a non-teacher (General Staff).</p>
Ordinary Hours of Work	<p>The full-time equivalent expectation of this position is 0.5. Throughout the course of the School year there will be peak times (e.g. during the Rowing season) and times where there is only a small requirement (e.g. during the off season). Within the 0.5 parameter your hours and days of work are flexible. Guidance will be provided by the Director of Sport regarding exact requirements. There is a requirement to work on weekends during the rowing season.</p> <p>If the successful candidate is a teacher and subject to availability, an additional classroom teaching load and / or relief teaching opportunity may be discussed.</p>

Working with Vulnerable People Registration	<p>In accordance with the provisions of the <i>Working with Vulnerable People Act 2013 (Tasmania)</i>, all Launceston Church Grammar School employees are required to register to work with vulnerable people. This registration is commonly referred to as the Working with Children Check. Registration is issued by the Department of Consumer, Building and Occupational services; please refer to https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people for further information.</p> <p>Registration is valid for three years. Employees are responsible for the cost of registration. At the commencement of employment and every three years thereafter, employees must supply the Human Resources Department with a copy of their registration details or complete a Registration to Work with Vulnerable People Statutory Declaration until their registration application has been processed. Failure to obtain and / or maintain registration may result in termination of employment.</p>
First Aid	<p>All Launceston Church Grammar School employees are required to hold the HLTAID004 – Provide First Aid in an Education and Care Setting qualification.</p> <p>Employees are responsible for initial cost of this qualification. The School provides for the 3 yearly re-certification of this qualification, following commencement of employment.</p>
Teacher Registration	<p>If the successful candidate is a teacher, Tasmanian Teacher Registration must be complete before a teacher commences at Launceston Church Grammar School.</p>
Travel	<p>This position is based at the Senior Campus in Mowbray, however the need to travel both locally and interstate may arise.</p>
IT Services	<p>An IT device suitable to the work being performed will be provided.</p>
Workplace Health and Safety	<p>As an employee of Launceston Church Grammar School, while at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety; and • Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and • Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and • Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School. <p>Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).</p>