

JOB DESCRIPTION AND EMPLOYMENT ARRANGEMENTS – 2017

Title: Executive Officer, Orienteering Australia Inc

Purpose:

1. To provide administrative services to Orienteering Australia Inc.
2. To provide a focal point for liaison with the ASC, the IOF, state associations, ASADA and other stakeholder bodies.

Location: Currently Orienteering Australia Inc, National Office, 100 Maitland St, HACKETT, ACT. Alternative locations may be considered for a suitable candidate.

Broad Responsibilities:

The broad responsibilities of the Executive Officer are:

1. To lead support to the Board of Orienteering Australia and to the organisation generally;
2. To liaise with other organisations on behalf of Orienteering Australia.
3. To manage the work of the Administration Support Officer, and such other Orienteering Australia staff as directed by the Board.

The Executive Officer is the focal contact point nationally for all orienteers and all organisations with which Orienteering Australia interacts, particularly the Australian Sports Commission (ASC) and State Orienteering Associations. The Executive Officer is also required to work with a wide range of people on behalf of Orienteering Australia, both other Orienteering Australia employees and other state or national office-holders working in a paid or voluntary capacity. It is imperative that although this is a part time position, the Executive Officer is able to set arrangements in place, in conjunction with the Administration Support Officer, to ensure people wishing to contact Orienteering Australia feel they are receiving prompt attention.

Specific Duties:

The specific duties of the Executive Officer are:

1. Liaison

- 1.1. Serve as the point of contact for the State orienteering associations with the Board.
- 1.2. Serve as the focal point of liaison with the Australian Sports Commission and complete returns and reports as required by the Australian Sports Commission.
- 1.3. Manage Participation, Sporting Schools and other ASC grants programs, in consultation with the Board, the states and the national Sporting Schools manager.
- 1.4. Prepare the Orienteering Australia submission to the ASC's Annual Sports Performance Review (ASPR) in consultation with the President and Director, Finance and attend ASPR meetings with ASC staff.
- 1.5. Attend and represent Orienteering Australia on ASC national forums.
- 1.6. Serve as the primary point of contact for the International Orienteering Federation, Orienteering New Zealand and other member federations of the IOF.
- 1.7. Serve as the focal point for liaison with other organisations such as the Australian Sports Foundation and ASADA.

- 1.8. Liaise as required with Orienteering Australia officers who are outside the Executive Officer's direct reporting line (e.g. the Head Coach and High Performance Administration Officer).
- 1.9. Ensure that all officers and committees of Orienteering Australia comply with commitments and obligations they have within Orienteering Australia and to other agencies, particularly the Australian Sports Commission.
- 1.10. Ensure that State associations comply with grant funding requirements of the Australian Sports Commission.
- 1.11. Provide, or supervise the provision of, website and Facebook and Australian Orienteer news reports as required to ensure good communication between Orienteering Australia and orienteering members and other participants.

2. Administrative

- 2.1. Receive all enquiries and correspondence, reply to enquiries and correspondence or direct enquiries and correspondence to responsible officers, as applicable.
- 2.2. Prepare agendas and supervise the preparation, collation and dispatch of documents for the meetings of the Board and the Annual Conference, Annual General Meeting and any special general meetings of Orienteering Australia.
- 2.3. Attend all meetings of the Board and the Annual Conference, Annual General Meeting and any special general meetings of Orienteering Australia.
- 2.4. Prepare, or ensure the preparation of, and dispatch minutes of these meetings.
- 2.5. Maintain records of correspondence, agendas, papers and minutes of meetings, and significant communications.
- 2.6. Prepare and update Rules, Regulations, Standing Orders and the Operational Manual as directed by the Board, in conjunction with relevant Orienteering Australia officers and committees.
- 2.7. Prepare and maintain the policies, particularly those relating to Anti-Doping, Member Protection and Risk Management, as directed by the Board, in conjunction with relevant Orienteering Australia officers and committees.
- 2.8. In collaboration with the President and the Directors, prepare and distribute the final drafts of strategic plans and operational plans.
- 2.9. Supervise the administration of awards offered by Orienteering Australia.
- 2.10. Coordinate with the Director (Finance) banking and payment of deposits and invoices and financial returns to the ASC.
- 2.11. Maintain historical records of financial returns, annual reports, perpetual trophies, and other relevant material in the national office either physically or in electronic form.
- 2.12. Additional duties as determined by the OA Board.

3. Management

- 3.1. Manage the work of the Administrative Support Officer, and any other Orienteering Australia staff members as directed by the Board.
- 3.2. Ensure that relevant duties which are the direct responsibilities of other Orienteering Australia officers are carried out; in particular:
 - The receipt and collation of statistical data relating to membership, participation, coach and controller accreditation, Sporting Schools, and any other sources required for reporting to ASC, the Orienteering Australia Board and General Meetings.
 - Maintaining the process for OA awards and trophies.

- Matters relating to the administration of national teams and squads (other than those which are the responsibility of the High Performance Administration Officer); in particular, those relating to the Australia-New Zealand Challenge.
- 3.3. Exercise any decision-making authority delegated to the Executive Officer by the Board.

Reporting arrangements:

The Executive Officer is to report to the OA Board through the President.

An annual report on activities and outcomes is to be submitted through the President to the Orienteering Australia Annual Conference and an administrative report on National Office and Board activities is to be included in the Annual Report in consultation with the Board.

Hours of work:

The proposed hours of work, to be confirmed after negotiation with the President, are:

- **400 to 500 hours per annum.** The work to be undertaken on a flexible part-time basis predominantly in the OA National Office for 40 to 48 weeks per annum, negotiable with the President and Board. After hours work will be required to participate in Board meetings by Skype and to liaise as required with Board members and state association contacts by phone.
- **30 hours of Special Duties.** To support the Annual Conference, the Annual General Meeting and related Board meetings.

Remuneration:

The proposed package is:

- 400 hours per annum at a rate of \$40 per hour.
- 30 hours of Special Duties at a rate of \$40 per hour.
- Reimbursement of petrol costs at a rate of 30 cents per km for driving own vehicle on OA business on submission of records of all such travel to the Director (Finance).
- Reimbursement of petty cash expenditures incurred on OA business, including such things as postage, office consumables, and tea, coffee and biscuits for meetings, and of more major expenses approved in advance by the President and/or Director (Finance).

Workers compensation insurance and a Superannuation Guarantee contribution at the required rate (currently 9.5%) will be arranged.

Special Projects:

Additional expenses may be sought for special projects not included in Specific Duties. Prior approval is to be sought for such expenses through the President.

Financial Delegation:

The Executive Officer shall:

1. The Executive Officer has delegation to incur expenditure of up to \$2000 on Orienteering Australia business, provided that it is within the agreed Orienteering Australia budget. Such expenditure must be supported by records and receipts/invoices as agreed with the Director (Finance). The \$2000 limit does not apply where the expenditure is for the implementation of a specific Board decision.

2. Proposed larger expenditures, or those which require amendment to the agreed budget, are to be referred to the Director (Finance) (or in their absence, the President) for consideration by the Board as required.
3. The process for managing expenditure by the Executive Officer shall be as agreed between the Executive Officer and the Director (Finance).

Selection criteria

1. Demonstrated high level management, liaison and interpersonal skills, including effective people management (either in a paid or voluntary context)
2. Leadership and strategic thinking
3. Excellent written and oral communication skills

Some knowledge of orienteering is essential. A high-level knowledge of orienteering would be a significant advantage.

Other desirable attributes are:

- Experience in sports administration, either as an employee, or as a Board/Committee member or other voluntary office-holder.
- Experience in managing government grants.
- Accounting or book-keeping qualifications or experience.

References required from 2 referees.

JOB DESCRIPTION AND EMPLOYMENT ARRANGEMENTS – 2017

Title: Administration Support Officer, Orienteering Australia Inc

Purpose:

1. To provide administrative support to the Executive Officer of Orienteering Australia Inc. and through the Executive Officer to the Board and organisation generally
2. To run the national office of Orienteering Australia during periods of leave by the Executive Officer.

Location: Currently Orienteering Australia Inc, National Office, 100 Maitland St, HACKETT, ACT. Alternative locations may be considered for a suitable candidate.

Specific Duties:

The specific duties of the Administration Support Officer are:

1 Administrative

- a. Assist in receipt of enquiries and correspondence, replying to enquiries and correspondence or direct enquiries and correspondence to responsible officers, as applicable.
- b. Assist in the preparation, collation and dispatch of documents for the meetings of the Board and the Annual Conference, Annual General Meeting and any special general meetings of Orienteering Australia.
- c. Maintain the register of awards offered by Orienteering Australia and ensure that the trophies and other awards at the Australian 3 Days and Australian Championships Carnival are provided on time to the organisers.
- d. Collect office mail and assist with banking as required.
- e. Assist in maintaining historical records of financial returns, annual reports, perpetual trophies, and other relevant material in the national office either physically or in electronic form.
- f. Assist in appropriate arrangements for each Australia-New Zealand Challenge, in particular uniforms, the appointment of a team manager, and any liaison required with Orienteering New Zealand.
- g. Additional duties as determined by the Executive Officer and OA Board.

2 Liaison

- a. Be responsible for all correspondence and day to day business of the national office in the absence of the Executive Officer on leave.
- b. Assist in completion of returns and reports as required by the Australian Sports Commission and management of ASC funded projects, including follow up of state associations as required.
- c. Assist in Orienteering Australia's social media engagement.
- d. Assist in website updates.

3 Statistical

- a. Receipt and collation of statistical data from state associations, the Eventor national database, the Sporting Schools database, the national coach and controller accreditation database and other sources required for reporting in the Annual Report and to the OA Conference, AGM and ASC; and maintain the data for use in planning and reporting.

Reporting arrangements:

The Administration Support Officer is to report to the Executive Officer, and, in the absence of the Executive Officer on leave, to the Board through the President.

Hours of work:

The proposed hours of work, to be negotiated with the Executive Officer, are:

- **200 to 300 hours per annum.** The work to be undertaken on a flexible part-time basis in agreement with the Executive Officer. Arrangements may be varied to suit school holidays, etc.

Financial Delegation

Expenditure by the Administration Support Officer shall be approved by the Executive Officer (or, in their absence, the Director (Finance) or the President), with referral as required if it is outside the Executive Officer's delegation.

Remuneration:

The proposed package is:

- 300 hours per annum at a rate of \$30 per hour.
- Reimbursement of petrol costs at a rate of 30 cents per km for driving own vehicle on OA business on submission of records of all such travel to the Director (Finance).
- Reimbursement of petty cash expenditures incurred on OA business.
- Workers compensation insurance and a Superannuation Guarantee contribution at the required rate (currently 9.5%) will be arranged.

Special Projects:

Additional expenses may be sought for special projects not included in Specific Duties. Prior approval is to be sought for such expenses through the Executive Officer, who may refer it to the Board if required.

Selection criteria

- Demonstrated administrative experience, including writing of correspondence and reports, liaison with stakeholders, and preparation of statistical reports.
- Excellent written and oral communication skills
- A demonstrated capacity to perform tasks effectively with limited supervision.

A good knowledge of orienteering is desirable.

References required from 2 referees.