

## Position Description

<b>Position Title</b>	<b>Team Vic Team Official</b>
<b>Position Type</b>	Professional Development opportunity
<b>Tenure</b>	2 Years
<b>Location</b>	Based in Melbourne
<b>Employment Status</b>	Volunteer
<b>Position reports to</b>	National Programs Manager, School Sport Unit
<b>Position Contact</b>	Andrew Comley 03 9084 9188

### ABOUT SCHOOL SPORT VICTORIA

The School Sport Unit ensures the delivery of school sport by School Sport Victoria (SSV). SSV provides support to schools and teachers and is a conduit for school sport with state sporting organisations and community groups to ensure all students in all schools have access to quality interschool and interstate school sport experiences. The SSU also provides leadership in advocacy and policy development to contribute to improved learning outcomes for all in the areas of sport and physical activity.

### ORGANISATIONAL VALUES

#### School Sport Victoria - Victorian Public Sector Values

SSV Officials commit to the public sector values as outlined in Section 7 of the Public Administration Act 2004, SSV and the DET have adopted these values:



For more information on the DET's values, visit:

<http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

### SUMMARY OF DUTIES AND SELECTION CRITERIA FOR ADVERTISING PURPOSES

The successful applicants for these positions will provide operational, management and coaching support for the relevant School Sport Victoria (SSV) state team participating in School Sport Australia (SSA) Championships in 2023 & 2024. For more information as a guide, refer to the Team Vic State Teams section of the SSV website [www.ssv.vic.edu.au](http://www.ssv.vic.edu.au).

Please refer to the School Sport Australia website [www.schoolsport.edu.au](http://www.schoolsport.edu.au) for the relevant SSA championship information.

### FULL POSITION DESCRIPTION

#### DUTIES

- A. Provide operational, management and coaching leadership for the relevant state team, which may include assisting in the organisation of the team tour, the organisation of trials, selection of students, coaching and preparation of team, and organising relevant documentation for team members.
- B. Undertake selection of players according to Team Vic policy and procedure and provide selection feedback to players.
- C. Undertake the management and/or coaching duties as required prior to, during and after the conduct of the 2023 & 2024 School Sport Australia Championships.
- D. Collaborate with SSV staff, SSA officials and other Team Vic officials
- E. Attend the SSA Championship for the appointed team (approximately one week) and be released from any paid employment to travel as required. Note: the SSA Championship is subject to the SSA sport roster and may be interstate.
- F. Undertake any other duties as required by SSV in relation to the state / interstate program in that sport.

### QUALIFICATIONS

- Coach/Assistant Coach – must hold a current National Coaching Accreditation Scheme (NCAS) or similar in the relevant sport (minimum Level 1).
- Managers – must hold current First Aid qualifications.
- Sports Trainers – must hold a current Sports Trainers accreditation or similar.
- Teachers – must hold a current VIT registration.
- Non-Teachers – must hold a current Working with Children (WWC) accreditation.

### KEY SELECTION CRITERIA

Criteria 1 : 'Victorian Public Sector Values' as detailed in Organisational Values section above.

Criteria 2 : Demonstrated ability to work as part of a multi-disciplinary team.

Criteria 3 : Demonstrated management / coaching in the particular sport at a school / community or higher level.

Criteria 4 : Demonstrated leadership in the management and coaching of student athletes.

Criteria 5 : Demonstrated knowledge of the rules and regulations of the School Sport Australia Championships.

### OTHER RELEVANT INFORMATION

- Team Vic is the name given to State Teams representing SSV.
- The Department of Education and Training (DET) has duty of care responsibility for all students, teachers, team officials attending School Sport Australia Championships.
- All officials are required to commit to the School Sport Australia Codes of Behaviour and the SSV policies and procedures relating to state teams.
- The selection panel reserves the right to seek information about the applicant outside the nominated referees during the selection process.
- For teachers, nomination for a team official role is subject to Principal endorsement.
- The management / coaching group must include at least one teacher.
- Casual replacement teacher (CRT) funds for schools are available for all SSV appointments.

#### HOW TO APPLY

- Complete the online registration form which includes the submission of your CV, responses to the Key Selection Criteria (maximum 3 additional pages) and evidence of your qualifications.
- Two referees must be nominated on the application form.
- Applications will be automatically submitted from the online registration form.

#### CLOSING DATE FOR APPLICATIONS

Refer to the SSV website – Positions Vacant

<https://www.ssv.vic.edu.au/Pages/PositionsVacant.aspx>

#### PRIVACY NOTIFICATION

We are collecting your personal information for the purposes of processing and considering your application for a role as a Team Vic Official. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed.

Your personal information is kept secure and confidential and managed in accordance with the Department of Education and Training Information Privacy Policy. If you have any concerns about how your information is being managed or wish to obtain a copy of the Department's Information Privacy Policy please contact Corporate People Services on 9637 3828 or visit our website <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>