



## Duty Official – Interhall Sport

### *Job Description*

*Location: Acton, Canberra*

*Reports to: ANU Sport, Sport Development Team*

*Hours: Casual, up to 20 hours per week OR as agreed pending events / program*

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. Our goal at ANU Sport is to enhance and grow the opportunities for the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles.

### About the role

ANU Sport is proud to administer the delivery of the ANU Interhall Sport program in collaboration with the ANU Residential Experience team. The Interhall Sport Shield, a long-standing tradition, is challenged for by all ten residential halls/colleges and one non-residential hall on campus at the ANU: Bruce Hall, Burgmann College, Burton & Garran Hall, Fenner Hall, Griffin Hall, John's XXIII College, UniLodge, Ursula Hall, Wamburun Hall, Wright Hall, and Yukeembruk Village.

The Duty Official will be the on-site presence of ANU Sport and ensure the competition runs smoothly on a day-to-day basis, dealing with any issues which may arise. ANU Sport is committed to providing employment opportunities to students to gain exposure to sport and recreation administration and management.

The role will be engaged on a weekly basis, during ANU semester, for approximately 5-20 hours per week and may be offered the opportunity for additional work at ANU Interhall Sport related one-off events. The tenure for all positions will conclude on 30<sup>th</sup> November each year.

There are multiple Duty Official positions available who will work collaboratively to deliver the ANU Interhall Sport program.

### *Key Responsibilities*

- Be responsible for coordinating the set-up and pack-down of ANU Interhall Sport competitions; this includes but is not limited to setting up the field of play, organising equipment, and ensuring facilities are clean after use.
- Be responsible for match day coordination and delivery of Interhall Sport competitions such as accepting team lists, timing, scoring, managing forfeits and game officials.
- Be responsible for updating fixtures and results from Interhall Sport competitions.
- Be responsible for providing first aid kit and administering first aid when required.
- Document all injuries and incidents via appropriate mechanisms.
- Be responsible for the management of crowd behavior and deal with disciplinary issues as they arise.



- Assist the Sport Development Team with communication to Sports Representatives and outreach within the residences.
- Other duties to assist the ANU Sport as directed by the Sport Development Team or Management.

## About you

Our ideal candidate is highly energetic and passionate about sport and physical activity. You are someone who wants to work with good people and make a difference. You are highly motivated to learn new skills and accept feedback, with a desire to enhance your experience and take on a new challenge.

### *Attributes:*

- Ability to manage multiple responsibilities.
- Ability to problem solve and manage conflict as it arises.
- Ability to work effectively with others and independently.
- Ability to work effectively with a diverse range of stakeholders.
- Excellent written and verbal communication skills.
- Willingness to learn, show initiative and exercise judgement.

### *Experience in one or more of the following would be desirable:*

- Previous experience involved in the ANU Interhall Sport competition, formally Interhall Sports Organisation;
- Participating regularly for a sporting club or in a sport / recreational program; or
- Event management.

### *Required:*

- Currently enrolled as an ANU Student.
- Current First Aid and CPR certification.

## Our Culture

At ANU Sport we have a strong focus on bringing out the best in people, both our members and our staff. We pride ourselves on our commitment to being honest, passionate, connected and progressive in our approach to delivering our programs to our community.

## How to Apply

Do you want to join a dynamic and vibrant team, with a shared focus of delivering great opportunities for our students and the wider community? Do you believe in the greater benefits of leading an active lifestyle? This could be the role for you.



**ANU Sport & Recreation Association Inc.**

The Australian National University

19 North Road

Acton ACT 2601

T: 02 6125 2273

[sport@anu-sport.com.au](mailto:sport@anu-sport.com.au) | [www.anu-sport.com.au](http://www.anu-sport.com.au)

Send your resume and cover letter, addressing why you would be right for this opportunity to [jobs@anu-sport.com.au](mailto:jobs@anu-sport.com.au). For more information on this opportunity please contact ANU Sport on 6125 8382.

***Applications close 9am Monday 4 March 2024***