

POSITION DESCRIPTION

Position Title	Competitions Co-ordinator
Division	Competitions Department
Classification	<u>Probationary</u> : Grade 1 under the <i>Sporting Organisations Award 2010</i> & Level 1 in the NCSW Employee Classifications <u>After 6 months</u> : Grade 3 under the <i>Sporting Organisations Award 2010</i> & Level 1 in the NCSW Employee Classifications
Salary	As per Classification, starting from \$40,000 To be reviewed annually with Staff Appraisal
Status/Term of Employment	Full Time
Position Reporting to	Competitions & Events Manager, CNSW
Location	CNSW Head Office Dunc Gray Velodrome, Bass Hill
Date	October 2018

ABOUT CYCLING NSW

Cycling New South Wales is the governing body for cycling competition in New South Wales, with 65 affiliated clubs and over 9,000 affiliated members. It is affiliated with the national body, Cycling Australia.

Cycling NSW and clubs offer comprehensive road and track race programmes for various categories of rider, from under 9 years, through to men and women in their 70s and 80s in addition to elite level National and International athletes.

Members are issued with racing licences appropriate to their membership category, which includes personal and public liability insurance cover for racing and training.

Central to all CNSW activities are its members. The Operational Departments within the CNSW Office include Competitions, Marketing & Communications, Sport Development, Coaching & Elite Development and Finance & Administration.

POSITION OBJECTIVE

The Competitions Co-ordinator is accountable to the Competitions Manager and is primarily responsible for the entry of members into cycle race events in NSW. The role will also assist with the conduct of race timing and result services for events and other competitions associated duties as required.

All duties, responsibilities and activities are to be carried out in accordance with Cycling NSW (CNSW) Policies and Procedures and relevant State and Federal laws.

Special Conditions

- A current driver's licence is essential
- Cycling NSW is a smoke free and drug free workplace
- Working with Children Check

Key Responsibilities

The Competitions Co-ordinator is responsible for a number of specific administrative functions related to cycling competitions and these are detailed below

RESPONSIBILITIES & PERFORMANCE OUTCOMES
Event Entries <ul style="list-style-type: none">• Liaise with the Competitions Manager to determine when events are approved to “go live” on the system• Reconcile daily the entries received and allocate to events and individual races• Reconcile entries and monies received at the close of event entries and liaise with the Finance Co-ordinator for the reimbursement of monies to clubs• Ensure entry list updates to the CNSW web site occur in a timely fashion• Handle enquires from members with respect to events and entries• Co-ordinate the withdrawal system as per the policy and refund members as required• Liaise with the State Handicappers and manage the grading/handicapping process
Volunteer/Officials Liaison <ul style="list-style-type: none">• Liaise with the Secretary of the College of Commissaire’s to ensure events are adequately covered by officials• Ensure reimbursement payments are calculated appropriately for commissaries• Liaise with the Finance Co-ordinator for the payment to commissaires• Determine volunteers/medical rosters for events and co-ordinate volunteers at events
Reporting <ul style="list-style-type: none">• Maintain data records of events as directed by the CEO• Produce reports on a monthly basis of these data records for use by the CEO• Interpret results for the assistance of the CEO• Maintain the Cyclist of the Year points tables (to be completed weekly)
Event Administration, Timing/Results <ul style="list-style-type: none">• Act as team leader for allocated competitions – overseeing the set-up and delivery of timing and results services for events (both at DGV and intra-state)• Act as Race Director for allocated competitions – overseeing all draws, staff, competitors and sponsor interests• Assist event-day registrations, setup, course lay-out and other tasks as required• Oversee and manage all Events equipment and supplies
Traffic Management <ul style="list-style-type: none">• Become familiar with and have a working knowledge of the requirements of the NSW Roads and Maritime (RMS) “Bicycle Racing in NSW” policy document.• Obtain RMS ticketing for traffic management duties (if required)
Other <ul style="list-style-type: none">• Maintain the state medals order system via liaison with the supplier and have adequate supply available for all events• Generate event programs and summaries as required• Maintain good working relationship with all CNSW staff, Board, general membership and other stakeholders such as Cycling Australia.• All other duties as directed by the CEO and Competitions & Events Manager.
KEY BEHAVIOURAL INDICATORS
Values & Relationships <ul style="list-style-type: none">• Has a comprehensive understanding of the CNSW Values and encourages others to act in line with those values.• Ensures CNSW’s image and reputation is maintained• Encourages others to treat everyone with respect and dignity.• Encourages others to act in line with the Values of the CNSW.• Uphold a professional standing at all times.• Fosters a collaborative spirit to help others work together

<p>Accountability</p> <ul style="list-style-type: none"> • Takes overall ownership for the output and results of own area of responsibility. • Takes personal responsibility for own contribution to continuous improvement in CNSW. • Provides solutions to problems associated with specific areas of responsibility.
<p>Feedback and Learning</p> <ul style="list-style-type: none"> • Anticipates new development areas to meet future challenges. • Identifies where the most value can be delivered in own role. • Reinvents or adapts own role to fit the changing needs of the organisation. • Solves most problems in the area and participates in wider problem identification and resolution tasks.
<p>Client Service</p> <ul style="list-style-type: none"> • Adheres to detailed and precise service delivery procedures and standards. • Delivers quality client service to the members and stakeholders of Cycling NSW
<p>Safe and Healthy Workplace</p> <ul style="list-style-type: none"> • Adheres to WH&S standards and procedures. • Ensures duty of care to others is adhered to and there is appropriate use of resources. • Encourages others to make a positive contribution to the CNSW work environment.
<p>Problem Solving</p> <ul style="list-style-type: none"> • Uses creativity and lateral thinking to solve problems (including far-reaching issues, spanning the work of many individuals). • Integrates information from a variety of different sources and considers the broader impact of issues. • Chooses or recommends from a range of options or possibilities. • Assesses the risks and wider impact of a range of different options.
<p>Building Relationships</p> <ul style="list-style-type: none"> • Encourages others to treat everyone with respect and dignity. • Fosters a collaborative spirit to help others work together. • Develops and maintains wide networks. • Establishes relationships with key contacts
<p>Communication</p> <ul style="list-style-type: none"> • Delivers messages to internal and external stakeholders. • Communicates to senior levels, board, CEO and corporate partners in a compelling way to match the situation, with style and content and in language with which they can identify. • Communicates a clear vision to engage teams.

KNOWLEDGE, SKILLS & EXPERIENCE

Competencies Required

- Knowledge of Event Timing systems (hardware & software)
- Intermediate IT skills
- Time management skills
- Well-developed communication and Interpersonal Skills
- Sound written and oral communication skills.
- Analytical, attentive to detail, and good problem-solving skills.
- Prepares standard documentation and reports.

Experience

- Graduate/work experience in customer service areas
- Work in a Sporting Organisation

QUALIFICATIONS

Essential

- Experience in the delivery of competition programs or Sports Management Qualifications
- Current Drivers Licence
- Intermediate user of MS office suite and propriety software programs.

Desirable

- Understanding of the sport of competitive cycling
- Tertiary Qualifications in Sport Management or similar
- Experience with Electronic Timekeeping
- Experience with graphic design applications

KEY RELATIONSHIPS

Internal: CEO, Development Coach and all staff

External: CNSW members, Club Officials (Presidents/Secretaries), Cycling Australia Membership Team