

Role Description

Casual Gymnastics Coach / Instructor – SV033

Role Title	Casual Gymnastics Coach / Instructor
	Sports Centre
Division/Branch/Unit	Sports Venues
Classification/Grade/Band	Sydney Olympic Park Authority Managed Sports Venues Award 2014
Date of Approval	November 2015

Organisational Overview

Sydney Olympic Park Authority is the NSW Government's statutory authority established to lead the sustainable management and development of Sydney Olympic Park – consistent with legislative objects and functions outlined in the Sydney Olympic Park Authority Act 2001 and the priorities listed in NSW 2021 – the plan to make NSW number one.

Sydney Olympic Park is 640 hectares in size of which over 500 hectares are public spaces, places and parklands. Officially designated as a suburb in 2009, Sydney Olympic Park is one of the fastest growing localities in Sydney and a prime destination for sporting, entertainment and cultural activities. Our vision is that Sydney Olympic Park is an internationally recognised place with world-class events, venues, parklands and a great place to live and work, built on its Olympic legacy in a sustainable way.

The executive, management, and staff of Sydney Olympic Park Authority are members of a dynamic, success-focussed team which has Sydney Olympic Park progressively achieving its three concurrent roles as:

1. Sydney's premier major events destination;
2. World class regional parklands; and
3. An emerging new suburb of residents, workers and students in the heart of Sydney.

Sydney Olympic Park Authority is comprised of two core divisions - Operations & Sustainability and Commercial & Corporate - which are each headed by a General Manager who reports directly to the Chief Executive Officer. There are also two specialist corporate units - Marketing and Communications & Community Engagement - which are each headed by an Executive Manager who reports directly to the Chief Executive Officer.

Sydney Olympic Park Authority is part of the Department of Premier and Cabinet cluster, within the Office of Sport.

The Sports Venues, which are part of the Commercial and Corporate Division, are led by an Executive Manager, and comprise the Aquatic Centre, Athletic Centre, Archery Centre, Sports Centre, Hockey Centre, Sports Halls and Wilson Park Stadium. These major community facilities provide recreation and leisure activities, and a range of program offerings.

The venues also provide elite and high performance athlete training facilities as well as hosting major and amateur sporting competitions, and school carnivals.

The venues also host a number of commercial events such as dinners, concerts and seminars.

Primary Purpose of the Role

Deliver as part of a team, gymnastic and related services at the Sydney Olympic Park Sports Centre.

Key Accountabilities

- Successful participation in the organisation and delivery of gymnastics and related activities across the venues.
- Minimising risk associated with all delivery of gymnastics.
- Assisting in managing the gymnastic program within agreed timeframes, lesson and program structures.
- Delivering excellence in customer service within allocated resources.
- Maximise space and class capacity with a view to increasing attendances for the programs.
- Complying administratively with departmental and organisational requirements and assisting with the smooth running of the department.
- Promoting gymnastics
- Compliance with administration and organisational policies and procedures and legislative requirements, including WHS, Information Security and EEO.

Key Challenges

- Ensuring programs are safe and commercially appealing.
- Maximising space with competing internal and external forces.
- Group control and management.

Key Relationships

Who	Why
Internal	
Program Services Manager	Reporting matters that may require escalation or notification
Gymnastics Co-ordinator / Head Coach	Seeking assistance, feedback or providing information necessary for successful operation of events; Receiving mentoring, coaching and performance feedback; Discussing activity resources and impacts.
External	
Program participants & their parent / legal guardian	Promote mutual interests; Share information, provide advice and plan usage; promote services; participate in consultation and negotiation; resolve routine issues and deliver service.

Role Dimensions

Decision making

This position will make routine decisions aligned with the gymnastics class delivery; matters of a more complex nature are referred to the Work Area Manager.

Decision making is made in accordance with the Centre's Conditions of Entry and existing policies and procedures.

Reporting Line

This role reports daily to the Gymnastics Co-ordinator / Head Coach

Direct Reports

Nil

Budget/Expenditure

This position is not authorised to commit funds and incur expenditure.

Knowledge, Skills and Experience

- Knowledge and /or experience in Gymnastics including programming, lesson planning and development pathways.
- Knowledge and understanding of group control and management techniques
- Understanding and experience in risk management as it refers to workplace health and safety, asset security and public safety
- Capacity to acquire and retain Minimum Level 1 Gymnastics qualifications, Senior First Aid and drivers licence.
- Experience in dealing with people to achieve mutually desired outcomes including participating in a diverse team of coaches and instructors.
- Understanding of customer service and capacity to demonstrate excellence.

Other requirements




- The position involves face-to-face contact with children in a child-related sector. The incumbent will have a current Working With Children Check

Capabilities for the Role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role - The capabilities, in bold, are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> • Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules