

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Clubs Development Officer | Apiha Whakawhanake Karapu

Reports to: OUSA Clubs and Societies Centre Manager (CSM)

Location: OUSA, University of Otago, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies. OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio 1 and Student Support Centre. With approximately 100 staff and many more volunteers, OUSA is a substantial organisation. Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation. Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision. OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

Position purpose:

- Administrates OUSA affiliated club and societies (OUSA Club/s) related policy, managing supporting processes and systems
- Supports OUSA Clubs with operational and governance matters) adopting a pastoral care approach
- Pro-actively implements strategies and programmes to improve the capabilities of OUSA Clubs
- Contributes to the department as a team player, championing departmental and organisational goals.

Areas of Responsibility | Kawenga hoki

Area	Expected Outputs
<p style="text-align: center;">Sports Administration and Management</p>	<ul style="list-style-type: none"> • Administrates OUSA club related policy, managing supporting processes and systems. Examples include the Affiliation Policy, Grants Policy, Blues and Golds Policy, Complaints and Sexual Misconduct Policy and the OUSA Club Conduct Policy. • Aids OUSA Clubs to improve in the areas of governance, operations, compliance, health and safety, financial management (includes funding), event management and marketing. Champions the concept of clubs providing safe and enjoyable experiences for members. • Pro-actively implements strategies and programmes to improve the capabilities of OUSA Clubs. Examples include the provision of resources, educational marketing campaigns, convening the clubs council, facilitating external funding applications, workshops, guest speakers, audits and more. • Reactively supports OUSA Clubs (with operational and governance matters) adopting a pastoral care approach. Incidents can be complex, sensitive in nature or relate to criminal activity. Utmost professionalism and confidentiality is expected. • Establishes strategic partnerships with key stakeholders. Examples include internal OUSA departments, Otago University, regional and national sporting organisations, University Tertiary Sport NZ, New Zealand Tertiary Recreation Managers, venue providers, New Zealand Recreation Association.
<p style="text-align: center;">Pastoral Care</p>	<ul style="list-style-type: none"> • Is the welcoming, safe and inclusive “go-to” for OUSA Clubs to engage with • Collaborates with clubs, taking a human centred approach to facilitating their needs
<p style="text-align: center;">Event Management</p>	<ul style="list-style-type: none"> • Liaise and assist the University of Otago as required to deliver the Otago University Blues and Golds. This includes managing the OUSA Blues and Golds Policy, overseeing the nomination process, allocation of awards and providing recipient content for the awards. • Liaise and assist the OUSA Events Team as required to deliver bi-annual Clubs Days • Manages events complimentary to improving the capabilities or experiences of OUSA Clubs
<p style="text-align: center;">Financial Management</p>	<ul style="list-style-type: none"> • Administration of the Clubs Development budget. This includes monitoring expenditure and fulfilling accounting requirements for the OUSA Club Grants. • Delegated financial authority of up to \$250 for the OUSA Clubs Branch • Assist the CSM to prepare the annual clubs development budget according to guidelines and timelines advised by the CEO • Notify the CSM of any potential budget variations

	<ul style="list-style-type: none"> • Submit capital expenditure recommendations to the CSM where required.
Health and Safety	<ul style="list-style-type: none"> • Take reasonable care of their health and safety • Take reasonable care that others are not harmed by something they do or don't do • Follow any reasonable health and safety instructions given to them by OUSA, as far as they are reasonably able to • Cooperate with any reasonable OUSA policy or procedure relating to the workplace's health and safety that they are told about. • Engage with OUSA in health and safety management as reasonably expected. This includes monthly reporting. • Produce, implement and review health and safety management plans specific to their operations • Participate in first aid and fire warden training, fulfilling the duties of fire warden as required
Other	<ul style="list-style-type: none"> • Undertakes professional development complimentary to the role, department or organisational goals. • Engages with staff meetings • Provides break cover for the receptionist Monday to Wednesday • Carries out additional tasks complimentary to the department or organisation that may be reasonable requested

Personal Attributes | Nga Huanga Whaiaro

Leadership	<ul style="list-style-type: none"> • Knowledgeable, experienced, influential, honest, confident, positive, accountable, communicative, creative, empathetic, resilient, human centred and transparent
Organised	<ul style="list-style-type: none"> • Plans • Manages time effectively • Is agile through unexpected events • Delegates
Creativity	<ul style="list-style-type: none"> • Continually cultivates creativity • Ask questions, learns, is open and aware and adopts trial and error
Driven and invested	<ul style="list-style-type: none"> • Proactivity with the ability to perform under limited supervision • Improvement focused • Punctual • Reliable • Strong work ethic
Resilient	<ul style="list-style-type: none"> • Can execute resilience and stoicism in the face of oversight • Manages pressurised or high complexity tasks

Technology Literate	<ul style="list-style-type: none">• Competent in Microsoft Office• Online platform proficiency (the CDO works with a mix of custom and pre-fabricated platforms)• Confident using modern technology
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Qualifications and Experience | Tohu me te Wheako

- A tertiary qualification in sports management (or comparable qualifications)
- Extensive knowledge of club operations and governance for incorporated societies, charities and or non-for-profit groups (such as sports groups)
- Experience in the provision of pastoral care, support or advocacy

- Established networks within the recreation and non-for-profit sector
- Working knowledge of the Health and Safety at Work Act 2015, the Incorporated Societies Act 1908, the 2005 Charities Act and other laws, acts and guidance materials relevant to the recreation and non-for-profit sector
- Experience working within a tertiary environment
- Having spent time as a board or committee member/officer for a non-for-profit organisation