



## POSITION DESCRIPTION

<b>Position Title:</b>	Clubs and Societies Manager
<b>Department:</b>	Student Programs
<b>Reports To:</b>	Head of Student Programs
<b>Supervises:</b>	Clubs & Societies Coordinator Casual C&S Assistants
<b>Employment Type:</b>	Full Time Fixed Term Contract
<b>Classification:</b>	Level 7 The University of Sydney Union Industrial Agreement 2001
<b>Conditions:</b>	35 hours per week, May include some weekends and nights as dictated by business requirements

### **Purpose**

To manage the USU's Clubs and Societies Program on campus; and to facilitate Clubs and Societies events and awards.

### **Job summary**

Clubs and Societies are the heart of the University of Sydney community and this rewarding role involves managing a small team to deliver the program in conjunction with the Clubs & Societies Coordinator and student casual positions.

The Clubs and Societies Manager is a valued member of the student programs team and manages communication, processes, approvals and regulations related to the 200+ registered clubs and societies on campus.

### **Selection Criteria**

#### Qualifications/sector experience

- Tertiary qualification in Event Management/Administration or relevant related experience

#### Knowledge, skills and competencies

- Supervising and managing a team
- Customer service
- High level administration
- Program/project management
- Stakeholder management including from differing backgrounds
- Budget management, reporting and accounting practices
- General understanding of University environment
- Excellent written, verbal communication/listening/problem solving skills
- Excellent time management/organisation skills
- Computer-based administrative systems, particularly Microsoft suite of applications and database platforms

Personal qualities

- Warm and approachable, ability to listen actively, friendly and professional
- A leader with a high level of integrity, honesty and commitment
- Highly motivated, proactive team player
- Strong attention to detail and good initiative
- Adaptable to change
- Ability to work in a team environment or autonomously

Desirable criteria

- Demonstrated knowledge of the University of Sydney, The University of Sydney Union and its activities
- Demonstrable knowledge and skills in the Events Perfect Event Management System
- Understanding of USU Clubs & Societies Program
- Experience in working in a not-for-profit organisation
- Experience working with young people and in youth affairs
- Current provisional or above NSW Driver's license

<b>POSITION ACCOUNTABILITY STATEMENTS (PAS)</b>		
<b>Key Result Areas</b>	<b>Key Tasks</b>	<b>Key Performance Indicators</b>
Financial	<p>Assist Director in Budget setting</p> <p>Manage allocated budget throughout year and effectively communicate any discrepancies and/or unforeseen overruns</p> <p>Ensure club financials meet requirements and Member needs</p> <p>Liaise with tax accountant to ensure the tax paying clubs are meeting their requirements and ensure that any issues are identified and rectified</p>	<p>Maintain budget levels</p> <p>Deliver program on or better than budget</p> <p>Procedures in place and adhered to by staff and club treasurer's</p> <p>Tax paying clubs are up to date with their financial requirements</p>
Staff Development & Leadership	<p>Conduct Office Meetings/training sessions as required to ensure:</p> <ul style="list-style-type: none"> <li>- Effective communication within Office</li> <li>- Deadlines are being met</li> <li>- Customer Service levels are met</li> <li>- KPI's are being met</li> </ul> <p>Identify staff training needs annually (at minimum) and promptly communicate recommended training to the People &amp; Culture team</p>	<p>Expectations understood</p> <p>Delivery of tasks</p> <p>Deadlines met</p> <p>Customer satisfaction</p> <p>Staff training needs are clearly outlined to the People &amp; Culture team at least annually</p> <p>All staff are appropriately certified and required re-certifications are completed on time</p>
Reporting	<p>Report to the Director Student Programs as required covering scheduled upcoming events, funding allocated, training seminars, outstanding issues, policy breaches and identified risks</p>	<p>Weekly/Monthly reports delivered</p> <p>Board reports delivered as required</p>

	Report any database issues to developer / Project Manager and follow up solutions	Database issues identified, maintained and up-to-date
Program Management / Development	<p>Continuously review the program to ensure it responds to member needs</p> <p>Coordinate member forums to obtain relevant feedback and implement change where applicable</p> <p>Develop, implement &amp; update systems and procedures as necessary for efficient and effective management of C&amp;S Registration/Funding</p> <p>Inform the development of Salesforce to ensure user friendly, efficient and desirable system is built and maintain the system through continuous review</p> <p>Provide mentorship and guidance to Club Execs so they successfully manage their club administration and events</p> <p>Conduct Exec Training in response to anti-bullying and sexual harassment strategies</p>	<p>Create user friendly processes</p> <p>Members given adequate opportunities to provide feedback and influence positive change</p> <p>Clubs registered and funded in an accurate and timely manner</p> <p>Staff and Club Execs can easily administer their club via Salesforce.</p> <p>Club execs confident to run safe and enjoyable events</p> <p>All Club Execs completed online training. High Risk club execs completed face to face training</p>
People Relationships	<p>Build and maintain relationships within the University &amp; student body, especially Student Affairs, Faculty Presidents and broader membership</p> <p>Oversee club financial review processes with C&amp;S Accounts Officer regarding funding/registration and identify any issues</p> <p>Ensure professional standard of customer service is provided to all enquires</p> <p>Co-ordinate with C&amp;S Chair appropriate regulations/administrative developments on a regular basis</p>	<p>Liaise directly with Faculty Clubs, establish regular meetings with Student Affairs Regular meetings with Accounts Officer</p> <p>100% Positive feedback for USU groups</p> <p>All Board approvals written up and submitted to Board by due date</p>
Publications	<p>Approve all publications produced by C&amp;S Office including but not limited to:-</p> <ul style="list-style-type: none"> <li>- C&amp;S Handbook – Design/edit/proof/publish</li> <li>- Safe food handling and alcohol guidelines</li> <li>- Design/manage Salesforce and data entry</li> </ul>	<p>All publications proof-read and available in print and online</p> <p>All publications are up-to-date</p>

<p>Work Health &amp; Safety (WHS) Leadership</p>	<p>Ensure all work is conducted in a safe manner</p> <p>All WHS policies, procedures and instructions are complied with</p> <p>All incidents and hazards are reported immediately to Manager and the People &amp; Culture Department</p> <p>Ensure the correct usage and maintenance of safety devices and personal protective equipment</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p> <p>Incidents are investigated and appropriate documentation is immediately forwarded to the People &amp; Culture Department</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Manager</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Physical Requirements

Required frequently: sitting, standing, walking, reaching, driving, lifting above shoulder height, lifting up to 5 kilograms

Compiled by: Head of Student Programs Date: Oct 2018

Authorised by: People & Culture Date: Oct 2018

Current Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_