



*“Develop and promote recreational and competitive cycling in Queensland for the benefit of all.”*

## POSITION DESCRIPTION

**POSITION TITLE:** Business Services Officer

**SALARY:** \$50,000-\$56,000 excluding superannuation dependant upon qualifications and experience

**LOCATION:** Chandler, Brisbane

**DATE OF REVIEW:** 2010

### MAIN DUTIES

The key responsibilities of this position are:

1. Develop sponsorship and marketing strategies and create promotional and media opportunities for the benefit of Cycling in Queensland including maintenance of the Association's web site.
2. Assist in preparation and editing of technical articles and By- Laws.
3. Assist the Chief Executive Officer with the production of strategic and operational plans and policies.
4. Develop Grant Applications and monitor outcomes.
5. Co-ordinate and Manage the day to day office administrative activities as delegated by the CEO.
6. Supervise and assist the Administration Officer including the provision of formal and informal feedback.
7. Assist the Operations Manager during peak times to ensure Cycling Queensland events and related activities operate efficiently.
8. Assist the Development Officer during peak times to ensure development activities are conducted efficiently.
9. Effectively maintain asset register and manage the assets of Cycling Queensland.

### REPORTING RELATIONSHIP

The occupant of the position will report to the Chief Executive Officer.

### LIAISON & COMMUNICATION

The position requires:

- Regular liaison and communication with the CEO as well as internal and external stakeholders.
- Development of a business network to assist in creating sponsorship and marketing opportunities.

## ORGANISATIONAL ENVIRONMENT

Cycling Queensland, in operation since 1893 is the governing body for competitive cycling in Queensland and is affiliated to the National body- Cycling Australia and the International body – UCI. Its purpose is to manage, develop and promote the sport of cycling in Queensland, providing members with high quality services whilst encouraging the broader community to involve themselves in the sport by offering a wide range of participative opportunities.

Cycling Queensland has 28 clubs located throughout Queensland and has 3,200 affiliated members. Cycling Queensland and its clubs administer and produce an annual calendar of events to cover the two disciplines of road and track. Racing is conducted through club, multi-club and open events, culminating in Queensland State Championships for both disciplines each year.

Cycling Queensland caters for members from the Junior Under 11 division through to Masters Men and Women well into their 70's.

## DELEGATED AUTHORITIES

The position has delegated responsibilities to:

- Bank account signatory for approved expenditure.
- Authorised expenditure of up to \$1,500.

## KEY SELECTION CRITERIA

**KSC 1** Demonstrated knowledge and skills necessary to liaise with internal and external stakeholders to develop marketing, sponsorship and media opportunities.

**KSC 2** Highly developed written and oral communication skills including the preparation of reports and media articles as well as the ability to write and edit technical articles and policy documents.

**KSC 3** Highly developed computer skills including web site maintenance.

**KSC 4** Understanding of MYOB and other Accounting practice management tools and systems

**KSC 5** Demonstrated knowledge in office administration and staff management and demonstrated ability to manage an operational budget.

**KSC 6** Demonstrated knowledge and skills necessary to work independently as well as being able to function as part of a team in a busy work environment

**KSC 7** Sound personal skills and a commitment to customer service.

**Familiarity with the sport of cycling or an involvement in a community sporting environment would be desirable.**

**Note: Applicants must address each of the selection criteria**

## ADDITIONAL INFORMATION

The occupant will need to work outside of standard work hours, as required, to attend various cycling events, business and sports related seminars and meetings. It would be expected that requirements to work outside normal business hours will be known and planned well in advance.

As this is a salaried position; no overtime applies unless approved by the Board. The employee will be entitled to time in lieu and they will be allowed to manage their normal hours of employment to minimise the necessity to accumulate that time.

Any accumulated time in lieu must be taken within 3 months of accrual and days outstanding must not exceed five days. For the purpose of calculations, a standard work day is 8 hours excluding breaks.

A non-smoking policy is effective in buildings, offices and motor vehicles.

**Applications close COB Friday 13<sup>th</sup> August 2010 [qld.info@cycling.org.au](mailto:qld.info@cycling.org.au)**