

# Position Description

Victorian Institute of Sport

# Director

## Position details

<b>Title:</b>	<b>Director, Victorian Institute of Sport</b>
<b>Work Location:</b>	Lakeside Stadium, Albert Park
<b>Employment Type:</b>	Voluntary, Part-time

## Organisational Environment

### Victorian Institute of Sport

The Victorian Institute of Sport (VIS) was set up to assist the development of Victoria's best athletes. It was established by the State Government in 1990.

### The board of the Victorian Institute of Sport

Article 26 of the Articles of Association for the VIS states that 'there shall not be less than three Directors, and all shall constitute of the Board of Directors'. It is customary for there to be around eight Directors on the Board.

Article 27 provides that the Minister administering the *Sport and Recreation Act 1972* shall be entitled to appoint and remove the Directors.

## Organisational Vision and Values

### Our vision

Inspiring Victorians through international sporting success.

### Our mission

To provide leadership that enables talented Victorian athletes to excel in sport and life.

### Our values

- Excellence – we all lead by example and strive to be ahead of the game.
- Courage – we are relentless in facing challenges head on.
- Passion – we bring energy and excitement to everything we do.
- Community – we see the potential in everyone and support each other to collectively to do amazing things.
- Simplicity – we work on small things each day which allow us to reach our goals.
- Success - we strive for greatness and celebrate success.

## Accountabilities

### General

- Ensure the VIS meets the requirements of the *Corporations Act 2001* (Cth).

- Attend and actively participate in a minimum of 75 per cent of Board meetings and any committee meetings you are involved in that are held during the year.
- Participate on a sub-committee of the board, and serve on ad-hoc committees as necessary.
- Help communicate and promote the VIS's mission and programs to the community.
- Become familiar with the VIS's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the VIS as they apply to the board.
- Undertake the induction and orientation program offered by the VIS.
- Undertake identified and agreed training and development in order to fully discharge your responsibilities.
- Bring any conflict of interest or potential conflict of interest to the attention of the chairperson of the board.
- Adhere to the Public Sector Standards Commissioner's director's code of conduct.

### **Specific to the Victorian Institute of Sport**

- Contribute to the development and approval of statements of priorities and strategic plans for the operation of the VIS and to monitor compliance with those statements and plans.
- Contribute to the development and approval of financial and business plans, strategies and budgets to ensure the accountable and efficient provision of services by the VIS and the long term financial viability of the VIS.
- Establish and maintain effective systems to ensure the services provided meet the needs of the athletes served by the VIS and the views of users and providers of services are taken into account.
- Monitor the performance of the VIS to ensure that-
  - the VIS operates within its budget;
  - its audit and accounting systems accurately reflect the financial position and viability of the VIS;
  - the VIS adheres to its financial and business plans, strategic plans and statements of priorities;
  - effective and accountable risk management systems are in place;
  - the VIS continuously strives to improve the quality of the services it provides and to foster innovation;
  - committees established or appointed operate effectively.
- Ensure that the Board advises the Minister and the Secretary in a timely manner about significant board decisions and any issues of public concern or risks that affect or may affect the VIS.

### **Personal qualities**

1. Personal and professional integrity
2. Sound independent judgement
3. Trust and confidentiality
4. Honesty
5. Commitment

### **Experience, knowledge and skills**

#### *Highly desirable*

6. Formal governance training
7. Strong strategic expertise applicable to the sport industry

8. The ability to maintain effective professional and working relationships with stakeholders including government and the community
9. Genuine interest in the sport sector
10. High level interpersonal and influencing skills, including the ability to work within a team

*Desirable*

11. Previous experience as a director
12. The ability to mentor the CEO

**Specialist expertise**

Specialist expertise in one or more of the following areas would also be highly regarded:

- Academic expertise in disciplines such as sports management, coaching and sport science as they relate to high performance sport
- Corporate communications
- Corporate governance
- Executive management
- Finance and audit
- Current or former high performance athlete who has participated in a sport academy or institute program, been selected for a national team or squads and has a strong understanding of what athletes need from the VIS
- Current or former high performance coach who has a strong understanding of the dynamics of coaching in a sport academy or institute context
- Information and communications technology
- Law
- Risk management
- Sport management at the national or state level including the conduct of elite level competition and the selection of, and provision of support for, representative athletes and teams