

## DUTY STATEMENT

Melbourne University Sport  
Melbourne Students and Learning

### Sport Umpire (Casual) Netball

#### CLASSIFICATION

**SALARY** Umpire rate \$25 p/h

#### SUPERANNUATION

**EMPLOYMENT TYPE** Casual

**OTHER BENEFITS** [www.hr.unimelb.edu.au/careers/info/benefits](http://www.hr.unimelb.edu.au/careers/info/benefits)

**CURRENT OCCUPANT** Multiple Positions Vacant

**HOW TO APPLY** Please apply in writing to the contact below, outlining umpire experience and availability

**CONTACT** Miss Larissa Payne  
**FOR ENQUIRIES ONLY** E: [Larissa.payne@unimelb.edu.au](mailto:Larissa.payne@unimelb.edu.au)

For information about working for the University of Melbourne, visit our website:

[www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)

## ***Position Summary***

Sport Umpires report through to the Sport Participation Coordinator and/or Program Leader where applicable. Sport Umpires are responsible for delivering matches in accordance with the sporting fixture and rules, and in a fun, yet safe competitive, environment.

Officials must be able to implement Campus and/or Community Sport policies and playing rules in order to maintain an appropriate level of control, fairness, and safety. They should maintain a positive attitude and should always be striving to improve their officiating skills, encourage participation and promote the benefits of the program.

Campus Sport competitions are held Monday to Friday usually between 12.00pm and 2.00pm. Community Sport (Netball) competitions are held Monday to Wednesday evenings from 6.00pm onwards. Applicants should be available for an entire shift.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Display a strong working knowledge and experience with sport's playing rules or willingness to learn
- ▶ Strong communication skills
- ▶ A commitment to excellent customer service delivery

### **1.2 DESIRABLE**

- ▶ Current Level 2 First Aid certificate including annual CPR.
- ▶ Applicable Referee or Umpire qualification or equivalent

## ***2. Special Requirements***

- ▶ Sport Umpires may be required to work outdoors in inclement weather. Suitable wet weather clothing will be provided as necessary.
- ▶ An umpire polo shirt will be supplied and must be worn at all times. Umpires are required to wear their own black shorts or track pants.

## ***3. Key Responsibilities***

### **3.1 CUSTOMER SERVICE**

- ▶ Be committed to providing all our customers with a consistent high quality of service, care and support.

### 3.2 OPERATIONAL SPORT DELIVERY

- ▶ Be punctual and on time
- ▶ Assist with set up and pack down of Campus or Community Sport program as directed
- ▶ Collect, distribute, account for and return any required equipment to point of pick up
- ▶ Ensure that the playing surface is safe and free from obstacles/obstructions
- ▶ Officiate games and ensure participation takes place in a safe manner in accordance with sport rules and competitions policies
- ▶ Communicate well with all players, coaches, spectators and other MU Sport staff
- ▶ Provide positive public relations and program promotion to all participants and prospective participants
- ▶ Manage difficult players, coaches and spectators
- ▶ Record scores and submit score sheets to Campus Sport coordinator, making sure they are signed by team captains/representatives as a true reflection of the score
- ▶ Report any issues or concerns to the Sport Participation Coordinator or Program Leader as required
- ▶ Wear your uniform to all Campus Sport games and events and ensure your appearance is neat and tidy
- ▶ Refer first aid incidents to the Sport Centre reception and complete an incident report form as required.
- ▶ Other duties as assigned.

## 4. Other Information

### 4.1 ORGANISATION UNIT

Melbourne University Sport (MU Sport) is a semi-autonomous department of the University, reporting to the Provost and the Melbourne University Sport Board, and provides high-level policy, business and financial advice to the University on the development and management of sport and recreation at the University.

Sport has a special significance for the University through the performance of sporting clubs, teams and high profile athletes that enhance the reputation of the University. The vision for sport is that the University of Melbourne is the leading Australian university in sporting performance, participation and quality of facilities.

MU Sport provides professional management of the fitness, sports and recreation facilities, programmes and activities of the University and works closely with all stakeholders and external strategic partners in delivering sport and physical recreation opportunities for the University community in accordance with strategic and operational plans.

MU Sport is responsible for:

- ▶ The Sport Capital Improvement Plan for the development of campus and off campus facilities and manages all University sporting facilities in particular the University Recreation Reserve, the Ski Lodge at Mt Buller and the Boat House on the Yarra River.

- ▶ Provision of fitness and recreation services and programmes including fitness assessments, personal training, group fitness, physiotherapy and sports massage, support for instructional and recreational club activity, short courses and trips and tours.
- ▶ Provision of sporting opportunities including supporting teams and individual students to compete in regional, national and international student competitions including the Australian University Games, the strategic development and operations of the competitive sporting clubs, professional management and promotion of lunch time and college sport competitions and support for elite level student athletes with the High Performance Sport Program and the provision of sporting scholarships.
- ▶ Ensuring the marketing and branding of sport to support student recruitment activity and support the engagement of the alumni with University sport programmes and advancement activity.
- ▶ Representing the University on matters pertaining to sport and physical recreation to local, state and federal government, Australian University Sport (AUS), sporting bodies and related professional organisations.

## 4.2 BUDGET DIVISION

Melbourne Students and Learning aims to be recognised as an advocate for student needs, as a partner and resource for faculties and graduate schools, and as the facilitator of a transformative student experience.

Melbourne Students and Learning provides strategic leadership, implementation and coordination of the Learning and Teaching strand of the University's "Triple Helix" agenda, which encompasses the development, delivery and excellence of the curriculum, social inclusion agenda, and student experience. The division delivers student and scholarly information services and manages the University's corporate communications and media activities.

We aim to be recognised as an advocate for student needs, as a trusted partner and resource for faculties and graduate schools, and as the facilitator of a transformative student experience.

For further information see [www.msl.unimelb.edu.au](http://www.msl.unimelb.edu.au)

## 4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

#### 4.4 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

[www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

#### 4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

#### 4.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at [www.unimelb.edu.au](http://www.unimelb.edu.au).

### ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.