



# Job Description

## POSITION TITLE:

Sanctioning & Technical Officer

## POSITION GOAL:

To ensure the safe and fair delivery of triathlon events across Queensland by managing race sanctioning processes and coordinating technical official resources. The role supports the Triathlon Queensland Technical Committee through timely administration and fosters effective communication with race directors to uphold AusTriathlon standards.

## POSITION OUTCOME:

Safe and fair triathlon events are delivered across Queensland through effective sanctioning, technical official coordination, and strong collaboration with stakeholders.

## REPORTS TO:

Head of Events & Technical

**AUS  
TRIATHLON**

## PURPOSE

Enable more people to enjoy more triathlon and multisport experiences, in more places

## VISION

Creating a happier, healthier and more connected nation through triathlon and multisport experiences.

## MISSION 2028

Athletes Achieving, Coaches Excelling, Systems Firing, Culture Thriving: "Game on"

## MISSION 2032

200,000+ Australians on start lines annually by 2032.

## POSITION OVERVIEW –

### About the role

The Sanctioning and Technical Officer provides support functions for the Queensland Triathlon office and its members. The key areas of support involve the accurate and timely provision of administrative services to the Triathlon Queensland Technical Committee (TQTC), and to facilitate the effective liaison between QT and the TQTC. TQTC requirements concerning the effective allocation of technical official resources to race events is a critical function.

Sanctioning races within Queensland is a key element of the role ensuring safe and fair races throughout the state in accordance with AusTriathlon sanctioning procedures. Effective communication with race directors within Queensland is also an important aspect of the role.

## ABOUT THE ORGANISATION –

AusTriathlon (AusTri) is a not-for-profit organisation and the governing body for the sport of triathlon in Australia. AusTri is responsible for ensuring the success and sustainable future of triathlon and multisport, making the sport easier to access, more relevant and more rewarding for a diverse triathlon community. AusTriathlon operates recognised national working behaviours ensuring close ties across the state and territory triathlon network (STTAs).

## POSITION CAPABILITIES AND RESPONSIBILITIES

The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements:

### Sanctioning

- Complete incoming sanctioning documents and ensure they are complete with correct information and supporting documentation.
- Ensure all omissions or clarifications required to complete the sanctioning process are completed before final approval.
- Track the documents through to AusTriathlon and return of approvals to the race directors via the online sanctioning system.
- Ensuring all post-race de-brief reports are lodged, follow up on outstanding documentation and distribute to the relevant stakeholders.
- Deal with enquiries from potential new Race Directors and explain the process, benefits, and reasons behind the need for sanctioning.
- Coordination of state calendar for events and other relevant activities.
- Approve TSF invoices and ensure post race reporting, and payments are completed in a timely manner.

### Volunteer Management – Technical Official Program

- Provide support to the TQTC including organising the monthly TQTC meeting.
- Coordinating with the TQTC to ensure an up-to-date register of officials is maintained including checking and updating contact details against the AT database.
- Coordinating the availability of officials for calendar sanctioned races for the TQTC.
- Ensure that officials' qualifications are kept current and membership status is maintained.
- Communicating with officials' relevant news and information.
- Ensuring all National Officiating Assessment Scheme assessments are received and tracked.
- Maintaining Technical Logs of Officials including course development details.
- Review the officials register for those TOs' who have become inactive or may require refresher programs.
- Check the accuracy and validity of all technical reimbursement claims and ensure their timely payment.
- Coordinate with the TQTC the official recruitment, training, mentor relationships and support.
- Coordinate in conjunction with the TQTC appropriate training and development programs for technical officials at various levels.
- Manage and maintain technical equipment to be used at events.

## KPIs

The following measures of success are designed to ensure that the AusTriathlon Sanctioning and Technical deliverables are aligned with best practice. Specific measures of success will include:

- Plans and processes in place to support best possible delivery of Events and Technical functions
- Positive stakeholder relationships enabling best practice/outcomes across all relevant programs
- Timely delivery / release of Event calendars
- Healthy, supported, resourced T.O. and volunteer programs
- Happy and safe race participants and spectators
- Leadership in the integrity space through proactive engagement and delivery of education initiatives (e.g. webinars, workshops, or campaigns) targeting key audiences (athletes, coaches, officials, club leaders).
- Demonstration of behaviours aligned with AusTri values and framework.

## QUALIFICATION AND EXPERIENCE

THE FOLLOWING QUALIFICATIONS ARE ESSENTIAL (E) AND/OR DESIRABLE (D):

- Experience in sport/not-for-profit and membership-based organisations (D)
- Knowledge in membership data bases (D)
- Relevant technical/officiating qualifications (D)
- Excellent communication and organisational skills (E)
- Ability to learn established systems to ensure the continued efficiencies within sanctioning (E)
- A strong focus on continuous improvement (E)
- Confident problem solving and decision-making capability (E)
- Knowledge of event risk and course design (E)

## OTHER REQUIREMENTS

- Working with vulnerable people clearance (or ability to obtain one) and willingness to undergo a National Police Check
- Consistent adherence to all obligations and legislative requirements regarding Child Safety, Working with Children and Sport Integrity. AusTriathlon is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children/Young People.
- You must be an Australian/New Zealand citizen or hold permanent residency, or right to work in Australia.
- Flexibility to work outside normal business hours, including weekends and evenings, to attend events and meet organisational needs.

## PERSONAL ATTRIBUTES

- Proactive, with a strong sense of initiative
- Collaborative and relationships-focussed, able to build trust and work effectively with a range of stakeholders

## KEY BEHAVIOURS

- [Our Strategy – AusTriathlon](#) sets out a behavioural framework that “shapes the culture of the triathlon and multisport industry in Australia.” The following behaviours define our character and guide how we behave as we collectively do what is right for the sport, and are a fundamental expectation of every employee.
- **Unity:** all elements of the Australian triathlon community plans, delivers, monitors and reviews our core business together, in an honest, respectful and transparent manner, generating a positive culture for the benefit of the sport.
- **Accountability:** Everything we do helps us achieve our purpose. We do what we say we will do, when we say we will do it.
- **Courage:** We are always open to new ideas and different ways of thinking; we are prepared to be challenged, to be flexible and to make big decisions to achieve our purpose. We deal with non-perfect situations with resilience and honesty; and we have an opportunity mindset.
- **Enjoyment:** We are all involved in triathlon and multisport because we love it! Our involvement should be fun and we need to remember this.
- **Inclusivity:** We welcome and embrace all elements of the diverse Australian community into our sport. We are a multisport community, from all walks of life, inclusive of all backgrounds, ages, genders, cultures and ability levels and we are representative of contemporary Australian society.

## KEY RELATIONSHIPS

### INTERNAL

- Head of Events and Technical, Technical and Sanctioning Manager, Sanctioning Officers and Technical Teams, State and Territory event teams

### EXTERNAL

- Race Directors, T.O's, Volunteers

