



THE HUTCHINS SCHOOL

Position Description

Boat Shed Manager

Department:	Sport
Reporting to:	Director of Rowing
Industrial Instrument:	Educational Services (Schools) General Staff Award 2020, and The Hutchins School Education Support Enterprise Agreement 2024
Award Classification:	School Operational Services Grade 3

Background and context

The Hutchins Rowing Program aims to build a life-long love of rowing in all participants and to develop participant skills and strengths to maximise their competitive potential throughout school and beyond. The Program is designed to enable all Hutchins students from Years 7 to 12 to participate, train and ultimately compete in local, state and national rowing regattas. The Program has a team of competent and dedicated coaches and enjoys strong parent and volunteer support.

The Hutchins School Boat Shed is located on Marieville Esplanade in Sandy Bay, a location which provides dual benefits of protection from north and westerly weather conditions and ideal proximity to related facilities such as the Sandy Bay Rowing Club and main school campus.

The Hutchins School rowing program is managed by the Director of Rowing with support from The Director of Sport, Boat Shed Manager, rowing staff, coaches and the greater Hutchins rowing community. The Boat Shed Manager is an important part of The Hutchins School rowing team and integral to the ongoing success of the program.

Key relationships

- Director of Rowing
- Facilities Manager
- Facilities Co-ordinator
- Rowing coaches and volunteers
- Policy and Compliance Manager
- Finance Officer
- The Hutchins School rowing community



Key accountabilities

Maintenance and inspections

- Oversee the regular scheduled maintenance and repair of boats and equipment including trailers, outboards and oars.
- Hold regular meetings with Facilities Manager and Facilities Co-ordinator to plan for boat shed/rowing equipment maintenance requirements.
- Undertake safety inspections on the building and equipment including life jackets, tie downs and first aid supplies.
- Ensure that routine safety inspections of all equipment, buildings, boats, trailers and vehicles are conducted and recorded including completion of pre-season, mid-season and post-season rowing checklists.

Boat shed management

- Lock and unlock the boatshed for training and events ensuring the shed and all equipment is kept secure.
- Ensure all motorboats are registered and insured.
- Log any incidents, hazards or maintenance request in a timely manner via the appropriate online system.
- Maintain a thorough inventory of all equipment, including spares ensuring equipment is properly labelled and stored.
- Manage the boat shed budget (with the Director of Rowing) and ensure that resources are used effectively and efficiently and required information is provided to the Finance Officer.
- Ensure that the Boat Shed and rowing equipment meet the standard required by peak sporting bodies such as the Rowing Australian Safety Guidelines.

Rowing program

- With the Director of Rowing, ensure safety procedures are clearly accessible, understood and implemented by rowers, coaches, school staff, volunteers and other members of the school rowing community at all times.
- Co-ordinate the use of the boat shed with coaches and athletes to ensure that equipment is available when needed and stored properly when not in use.
- Provide training to coaches, rowers and volunteers on the safe handling and use of equipment.
- In the absence of the Director of Rowing, used defined risk assessment procedures to determine required modification, delay or cancellation of any on water session.
- Oversee the safe driving, loading, unloading and towing of all vehicles, boats and trailers at all on water sessions including weekly training sessions and regattas.
- Ensure that relevant personnel hold the required licenses and have appropriate skills to ensure the safe use of all rowing equipment, boats, trailers and vehicles.
- Be available to assist with boat loading, towing and urgent repairs for regattas and rowing camps.



Position criteria

Essential

- Demonstrated ability to follow standard procedures and protocols with the ability to escalate matters of concern in an appropriate and timely manner.
- Demonstrated ability to work productively and collaboratively with others in a small team environment.
- Proven communication, planning and organisational skills.
- A safe driving record as determined by a review of a current National Police History Record Check.
- Current Light Rigid Vehicle License; or the ability to acquire such a license.
- Current Tasmanian driver's license.
- Current Tasmanian motorboat license.
- Current first aid certificate, or willingness to undertake first aid training.
- Demonstrated ability to tow fully loaded boat trailers reliably and successfully.
- Experience at working with rowing shells.
- Demonstrated experience in the service and repair of equipment.
- Demonstrated experience in facilities management and maintenance
- Demonstrated understanding and experience with work health and safety.
- Ability to work flexible hours to meet the needs of the School rowing program and training schedule.

Desirable

- Rowing and/or coaching experience or a sound knowledge of the sport.
- Background in an education environment.

Supporting the safety of children and young people

The School is committed to upholding the Child and Youth Safe Standards and the Universal Principle for Aboriginal Cultural Safety. The protection of children and young people who attend our programs and services is our highest priority.

As an employee of The Hutchins School, you are required to:

- undertake and provide the School with a National Police Check;
- hold and provide evidence of current Registration for Working with Vulnerable People (RWVP); and
- meet the standards for child safety, conduct and professionalism outlined in our:
 - [Practice and Behaviour Standards](#);
 - [Code of Conduct](#);
 - [Safeguarding Children and Young People Policy](#); and
 - [Safeguarding Children Reporting Policy](#).



We take seriously our commitment to deliver a learning environment that is characterised by humility, kindness, courage and respect and are dedicated to ensuring the safety of children and young people to whom we provide services or who participate in our programs and services. As such, all staff are required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your care;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse by members of the community to 'Strong Families, Safe Kids';
- report any suspicions, concerns, allegations or disclosures of alleged abuse by staff to the School;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.