

POSITION DESCRIPTION

MEMBER OF THE MINISTER'S CONTROLLED SPORTS ADVISORY COMMITTEE

The Minister for Sport and Recreation is seeking expressions of interest for members of the inaugural Minister's Controlled Sports Advisory Committee.

Appointments will be made in accordance with the process outlined in [Governance Principles – Appointments, Board and Committees in the ACT \(March 2017\)](#).

The Committee's Terms of Reference further explain the purpose, role and responsibilities of members and the committee as a whole. Please read the Terms of Reference before applying to understand expectations of members.

ABOUT THE MINISTER'S CONTROLLED SPORTS ADVISORY COMMITTEE

The Controlled Sports Advisory Committee is a positive, solutions focused, Ministerial advisory body established under the *Controlled Sports Act 2019*. The Act commenced on 11 October 2019.

The Committee provides strategic and operational advice to the Minister on the participation and practice of controlled sports events in the ACT. The Committee also assists the ACT Government to review complex registration applications and reviews (for events, officials, contestants and sporting bodies). Finally, the Committee provides advice on policy on controlled sports in order to achieve the legislation's objectives of safety and integrity for controlled sports events in the ACT.

The Minister will utilise the Committee in its capacity as an advisory body to explore and test ideas, and seek advice on complex applications and reviews. This includes seeking specialist advice on matters such as rules for particular disciplines of combat sports, consideration of light contact combat sport exemptions, and matters relating to complex registrations (applications, reviews, suspensions and cancellations).

The Committee consists of a group of people with an interest in controlled sports, ranging from medical and policing specialists, industry representatives and government officials, who can provide practical advice on controlled sports in the ACT.

The ACT Government understands that a diversity of views leads to innovation and different perspectives relating to community participation in controlled sports events. Therefore, we actively encourage representation from a wide range of community members, including but not limited to Aboriginal and Torres Strait Islander peoples, those from multicultural backgrounds, representatives from LGBTIQ communities, and people who identify as a person with disability or have lived experience of mental illness.

The six-member committee comprises of the Registrar (the Chair) and specialist representatives, industry representatives and ACT Government Representatives. Appointments are for a period of 36 months (three years) with the possibility of re-appointment.

Expressions of interest are currently being sought for one position:

- one representative from the combat sports industry with sport specific combat sports sector knowledge.

The remaining positions on the committee require specialised knowledge and the Minister has appointed these representatives directly:

- a representative from ACT Policing;
- a representative from the medical profession, preferably with an interest or experience in combat sports;
- the Controlled Sports Registrar;
- an ACT Government representative with policy expertise in combat sports.

DUTIES AND RESPONSIBILITIES – INDUSTRY POSITIONS

- Provide advice and controlled sports industry perspectives on combat sports in the ACT, including operational, strategic and policy advice. This includes participating in respectful and constructive discussions on matters within the Committee’s Terms of Reference.
- Provide advice relating to specific complex registration matters, including but not limited to contestant and official registrations, event applications and applications to become an Authorised Controlled Sports Body. This may also include considerations regarding the potential for suspensions and cancellations.
- Engage with the Canberra combat sports community to generate advice based on what’s happening in the sector, and to encourage collaboration, identify opportunities and consider concerns.
- Contribute to the development of annual reports as per the Terms of Reference.
- Maintain the strict confidentiality of the Committee, especially with regards to matters relating to registrations and sanctions.

RELEVANT SKILLS, ATTRIBUTES AND EXPERTISE

Individual skills and experience will be considered in conjunction with other matters to contribute to a diverse committee.

Respect. You value the contribution and work of members of the committee and others involved, such as the Minister, ACT Government officials, and the combat sports community. You act in a professional manner when conducting Committee business.

Cultural competence. You respect and value diversity of culture when working in groups.

Access focused. You recognise that equal access drives innovation and believe that society can adjust to meet the needs of people with mixed abilities.

Communications. You can share practical ideas clearly, and actively listen and respond to ideas of other group members, the Minister, and relevant ACT Government officials.

Collaboration. You are excited to work in a group and build on ideas to reach shared goals.

Strategic and divergent thinking. You can look at a problem and identify solutions that are different to tried and true methods. You can also demonstrate how these solutions will work practically. You understand that the most obvious answer is not always the best one .

Privacy focused. You are able to respect the principles of privacy and confidentiality in relating to information that may be discussed by the committee.

- **Demonstrated experience in one or more of the following:**
 - Involved or previously involved in combat sports activities.
 - A combat sports background in attending official events and/or providing oversight.
 - Capacity to provide high quality advice and recommendations to the ACT Government and consider the interests of the community and individuals.
 - Commitment to the ethical, professional and respectful conduct within the committee and with various stakeholders.
 - Understanding of government processes and policy formulation.
 - Additional skills such as industry development within the combat sports industry, business, governance, risk management, legal, financial or social inclusion will also be considered favourably.
- **Connected to community.** You are actively involved in the combat sports industry through your own practice, work experience, or other involvement.
- **Evidence based ideas.** You can present well formulated ideas for improving combat sports through local sporting sector knowledge, and research and analysis skills.

SELECTION CRITERIA

When formulating your responses, please use practical examples of when you have addressed the below criteria.

1. **Thinks strategically and creatively.** Proven ability to articulate how ideas will work and why they are beneficial. Commitment to an evidence-based approach to providing advice.
2. **Communicates to add value.** Capacity to share ideas in a group setting and to listen and contribute to ideas of others involved in the group's processes, including members of the combat sports industry.
3. **Demonstrates sector and industry knowledge.** Demonstrated knowledge of the local and national combat sport industries through your own practice or a position within the controlled sports sector.
4. **Shows a connection to community.** Proven engagement with a local, national and/or international controlled sports sector or community that will assist in representing the ACT combat sports sector.

MEETINGS

Meetings will usually be held quarterly (at a minimum) with other meetings possibly called as required. Members may also be asked to provide out-of-session advice from time to time.

REMUNERATION

Members of the advisory committee are non-remunerated, however representatives may apply for reimbursement of expenses reasonably incurred for the purpose of attending a committee meeting.

APPLICATION AND SELECTION PROCESS

A selection panel will assess applications and provide shortlisted applicants to the Minister for Sport and Recreation for selection. The Minister will provide recommendations to Cabinet for its consideration and final appointment.

EXPRESSIONS OF INTEREST

Expressions of Interest must be in writing and include a statement addressing the selection criteria. Please read the list of relevant skills, attributes and expertise, and address those which you see as your strengths. Applicants will be assessed on responses to selection criteria and the experience listed on their CV. Interviews may be utilised.

A detailed curriculum vitae should be provided. Your response to selection criteria should be no longer than four pages.

Expressions of Interest can be emailed to Sport and Recreation at sean.willis@act.gov.au. Enquiries about the position may be directed to Mr Sean Willis on **02 6207 2528**.

Expressions of Interest must be received by **TBA**.