



## National Integrity Manager

**Business Area:** Executive  
**Reports To:** Chief Executive Officer  
**Location:** Melbourne preferred (flexible)  
**Status:** Full Time  
**Direct Reports:** 1  
**Approved By:** CEO  
**Position Description Number:**

Gymnastics Australia is the peak body for gymnastics in Australia — incorporating Gymnastics for All, Men’s and Women’s Artistic Gymnastics, Rhythmic Gymnastics, Aerobic Gymnastics, Trampoline Gymnastics, Acrobatic Gymnastics and Parkour.

Established in 1949, Gymnastics Australia’s vision is to be recognised as the foundation for movement and grow gymnastics for the enjoyment of all.

### Commitment to Child Safety

Gymnastics Australia is committed to protecting children and young people from harm and as an employee you will be required to meet the behaviour standards outlined in our Member Protection and Child Safe Policies.

You will receive a copy of these documents as part of your onboarding process. You can also access a copy of these Policies via the Gymnastics Australia [website](#).

### Occupational Safety and Health

All staff must comply with requirements of the Occupational Safety and Health Act (1984) and all reasonable directives given in relation to health and safety at work, to ensure compliance with Gymnastics Australia and Legislative health and safety requirements.

### Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, staff must demonstrate at all times, appropriate and professional workplace behaviours in accordance with Gymnastics Australia’s Values and Code of Conduct.

### Primary Purpose of This Role

The National Integrity Manager role is responsible for leading the integrity, member protection and child protection frameworks, policies, processes, and education within the gymnastics environment. This includes ensuring compliance with all sport integrity policies including but not limited to the Member Protection, Child Safe, Whistle-blower and Anti-Match-Fixing Policies.

The overarching purpose of this role is to develop a framework of policies and practices aligned with education strategies to ensure all participants, especially children, in the sport of Gymnastics are cared for, protected and safe in accordance with GA's policies, procedures and statutory responsibilities. and in line with global best practice. The role will also be responsible for ensuring the whole of sport has a robust and accessible complaint handling process.

The role works closely with Clubs and States/Territories to drive a culture that ensures the safety and wellbeing of all participants and members, especially children, in the sport. The role reports directly to the CEO and will also work closely with the GA Board Integrity Committee.

### Key Performance Indicators

- Development and ongoing review of all Integrity related Policies, processes, and procedures
- Ensuring GA has the required technological platforms to manage visibility, reporting and compliance on all integrity matters
- Integration of integrity and child safety information into all relevant education and training for all member cohorts
- Management of complaint handling and reporting process for all member protection and integrity matters
- Development and implementation of child safe protocols and training at all GA run events
- Preparation and delivery of executive and Board papers, including recommendations
- Gymnastics Australia to play a leading role in the broader sports sector, especially in child safe matters, including identification of industry partners and development of agreements

### Key Working Relationships

<i>Internal</i>	<i>External</i>
CEO and Executive Leadership Team	GA Member Associations
All GA staff	GA Individual members
	Sport Australia; AOC
	Other NSOs

### People of Responsibility

Number of Direct Reports: 1

- National Integrity Coordinator

### Budget Responsibility

\$500K

## Key Accountabilities

### Policies

- Drive ongoing review and continual improvement and ensure legislative compliance of all Integrity related policies including but not limited to the Member Protection, Child Safe, Whistleblower and Anti Match-Fixing Policies
  - Ensure Integrity and Child Safe practices and requirements are embedded in all organisation wide Policies, including but not limited to all High-Performance documents
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### Technology

- Ensure GA has the appropriate technology and systems in place to deliver on all Integrity, especially Child Safe, framework requirements
  - Monitor and finalise the development of the online WWCC validation and flagging systems
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### Education and Training (whole of sport)

- Drive awareness and understanding by the Gymnastics community (including coaches, judges, administrators, participants and parents) on the requirements to meet Integrity and Child Safety Legislation including presenting to State/Territory Congresses and other audiences as required
  - Develop and improve resources to enhance the capabilities of affiliated clubs with regards to Integrity matters, including child wellbeing, safety and protection
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### Complaint handling

- Develop and implement a best practice complaint reporting and handling process, including national reporting and analysis of trends
  - Coordinate any investigations – liaison with complainant / respondent / lawyer / investigator
  - Integration and liaison with National Sports Tribunal and Sport Integrity Australia as relevant
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### National events

- Develop and deliver staff and volunteer child safety training at all GA run events
  - Manage the WWCC validation for all accredited participants in GA run events
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### Reporting

- Preparation of Integrity and Child Safety reports and status for GA Board papers and CEO
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### Partnerships and Funding

- Identify opportunities for partnerships and/or grants to help promote and/or improve GA's Integrity and Child Safe activities
- Coordinate and drive the Gymnastics in Australia National Child Safety Working Group
- Play a leading role by fostering and strengthening effective working relationships between Gymnastics Australia and any industry providers and umbrella sporting organisations regarding Integrity, Child Wellbeing, Safety and Protection
- Continue close liaison with the National Redress Scheme and coordinate information and recommendations for GA Board, CEO and state and territory member associations

And any other tasks as directed by the CEO

## Skills Experience and Knowledge

### Qualifications

#### *Essential*

- Tertiary qualifications in in business, integrity, sport management or related field
- Comprehensive understanding of National Child Safe Standards and legislation
- Working with Children Check
- National Police Check

#### *Highly desirable*

- Working knowledge of the Australian sport system
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### Experience

- Significant knowledge and applied experience of integrity matters in a National Sport System
  - Demonstrable experience of leading, managing and developing cross functional teams that can deliver a consistently high standard
  - Experience and evidence of developing and implementing strategies that demonstrate best practice including the application of innovative and creative solutions
  - Demonstrated experience of delivering on compliance requirements and standards
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### Skills, knowledge and specialist expertise

#### *Leadership*

- Comfortable setting high standards, leading change and developing accountability
- Ability to create a culture of excellence and best practice
- Ability to influence across multiple teams throughout entire organisation and externally

#### *Interpersonal*

- Highly effective interpersonal skills with a collaborative style to build effective relationships
- Capable of building strong positive relationships that motivate and inspire others
- Demonstrated experience in handling difficult conversations and situations with an empathetic but fact-based approach
- Extremely high levels of confidentiality

#### *Management*

- Strong business and compliance acumen, analytical and problem-solving skills
- Demonstrates a system thinking approach understanding the 'big picture' and using evidence-based solutions to make sound operational decisions to deliver strategic direction

#### *Technical*

- Excellent written and verbal communication skills including ability to develop reports and make analytical presentations to executive and Board level
- High degree of computer literacy including proficiency of Microsoft Office suite of programs

#### *Personal Attributes*

- Ability to work and prioritise at a fast pace in a multi-tasking and high-pressure environment
- Highly motivated individual who has a passion for sport, and integrity in sport