



**ANU Sport and Recreation Association Inc.**  
The Australian National University  
19 North Road  
Acton ACT 2601  
T: 02 6125 2273  
F: 02 6247 2572  
[sport@anu-sport.com.au](mailto:sport@anu-sport.com.au)  
[www.anu-sport.com.au](http://www.anu-sport.com.au)

---

## OVERVIEW OF ANU SPORT

The ANU Sport & Recreation Association, Inc (known as ANU SPORT) is located on the campus of The Australian National University (The ANU). ANU Sport and provides sporting and physical recreation services to the ANU community as well as the local community. A wide range of sporting opportunities is offered to our students, members and sporting affiliates.

ANU SPORT has been operating as an organisation since 1961. ANU SPORT is a not-for-profit incorporated association that is governed by a volunteer Council. The organisation comprises four main areas of operation for its members and customers:

- fitness centre;
- sport and recreation, including affiliated club activities;
- community development; and
- operational services and facilities management.

### FITNESS CENTRE

The ANU SPORT Fitness Centre is a community based gym that has been operating since the early 1970s and currently has a membership base of more than 3,100 members. The Fitness Centre offers a comprehensive weekly group fitness and relaxation program as well as a suite of personal training services. The Fitness Centre is comprised of seven main gym areas covering, cardio training, functional fitness, general weights (pin-loaded and free weights), heavy weights, group fitness, cycle studio, and strength and conditioning facilities.

### SPORT & RECREATION

ANU SPORT provides a range of sporting opportunities to our students, members and sporting affiliates. These opportunities include social sports programs on campus; beginner programs; sport and recreation through 34 affiliated clubs – that have a membership base of nearly 3000 members; representation at university sport competitions. These services are complemented by the provision of student led sport programs, athlete development services, and access to sport, fitness and recreation facilities.

### COMMUNITY DEVELOPMENT

As a community based organisation, ANU SPORT seeks to enhance its offering through a range of community development activities. The engagement by ANU SPORT with its community and members includes: the marketing and promotion of all its events and activities; outreach to local schools; partnering with local sporting associations and community groups; and seeking support and involvement from alumni.

## OPERATIONS & FACILITIES

ANU SPORT manages multiple sport and recreation facilities, including indoor and outdoor amenities. These sport and recreation facilities include:

three grass ovals; one synthetic turf surface (with two playing pitches); six tennis courts, two squash courts, two sports halls, martial arts dojo, and two climbing walls. All of these facilities are located on the campus of The ANU. ANU SPORT does provide employment opportunities to students of the ANU and currently employs more than 20 students.

## OVERVIEW OF THE ROLE OF EXECUTIVE SECRETARY

As part of a team in a small-medium sized enterprise, the role of Executive Secretary with ANU Sport has a wide ranging role to fulfil. The role gets the opportunity to experience both the operational and decision making aspects of the organisation.

The successful candidate will need to be well organised with a proven capability of managing multiple responsibilities at any given time. The ability to communicate both written and orally will be valuable, particularly as the role requires being able to co-ordinate the input of others and working effectively and harmoniously with a diverse range of people. The successful candidate will be encouraged to exercise judgement and show their initiative as well as possess a willingness to learn.

### ANU SPORT Values

**All of the work undertaken by ANU Sport is underpinned by its values.** We believe that the following core values are intrinsic to our operations both in terms of the way we have developed our business culture and the way in which that in turn has shaped our business practices.

**Integrity:** It is one of our guiding principles that in all our personal and business relationships we should endeavour to be open and honest and that our internal processes and decision making be transparent and open to scrutiny.

**Trust:** We believe that as a team we can achieve great things. Central to that belief is the confidence that we can rely on each other to contribute to the best of our abilities to the tasks at hand. We also have an expectation that our personal welfare will be of foremost consideration as we go about our day-to-day duties.

**Respect:** In recognition of the differing strengths and weaknesses that characterise most of us, we will show regard and consideration for the points of view of others and diligently strive to support each other in achieving our potential.

**Pride:** We accept that the pursuit of excellence in all our undertakings should be a primary goal and accordingly we will set and maintain high standards in all our endeavours and have a continuing review program in place to evaluate our achievements.

**Commitment:** We recognise that, both as individuals and as being part of an organisation, there are many aspects in which we can endeavour to improve things. These improvements can range from the setting and achieving of personal goals to enhancements to work systems and procedures and a general desire to better the image and operations of the organisation.