



Position Description

Position Title: General Manager, Rugby	Classification: Executive
Faculty/School/Office: Bond Sport - Office of Provost	Date Position Classified/Updated: July 2025

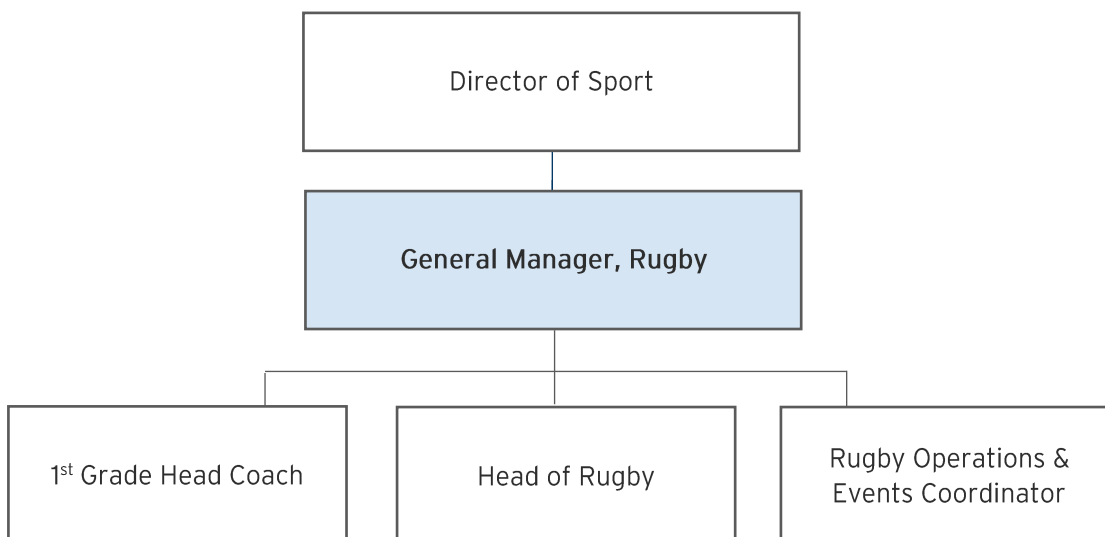
Purpose of the Position:

Reporting to the Director of Sport, this key leadership position will be responsible for driving the development and implementation of strategic plans, policies, partnerships and initiatives to promote and enhance the Bond University Rugby Club. The role will provide leadership, guidance, and support to staff members and ensure the efficient and effective delivery of sport services and programs. The General Manager Rugby will collaborate closely with the Director of Sport, other senior management personnel, and external stakeholders to drive the University's sport objectives and achieve desired outcomes.

This position will contribute to the growth and success of the sport department and help to shape the future of sports programs, enhance community engagement, and promote the Bond's mission through sports.

Reporting Relationship:

This position reports to the Director of Sport and is a member of the executive team of the Office of Provost:



Selection Criteria:

- Prior experience in a senior management role within the sports industry (preferably within a university or professional rugby club), demonstrating strong leadership, strategic thinking, and decision-making abilities.
- In-depth knowledge of rugby industry trends, practices, and regulations, with the ability to apply this knowledge to develop and implement effective sport programs.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with internal and external stakeholders.
- Strong organisational and project management skills, including the ability to prioritize tasks, manage budgets, and meet deadlines.
- Demonstrated experience in managing and leading a team, fostering a positive work environment, and achieving results through collaboration.
- Ability to think creatively and innovatively, identifying opportunities to enhance sports programs and services.
- Proven ability to develop and maintain effective partnerships and networks with sports organisations, clubs, and community groups.
- Sound financial acumen and experience in budget development and financial management within a sports organisation.

Competency	Responsibility
Sports Strategy Implementation	• Assist the Director of Sport in formulating and implementing strategic plans, policies, and initiatives to advance the organisation's sport programs. • Support the development and maintenance of relationships with external partners, such as sponsors, sport's governing bodies, clubs, and community organisations, to enhance collaboration and access to resources. • Monitor and evaluate sport programs, initiatives, and services to assess their effectiveness and identify areas for improvement. • Stay informed about current trends, research, and best practices in the field of sports management and use this knowledge to inform decision-making and program development. • Develop and sustain partnerships, pathways and advocacy. • Develop student participation and a positive culture in Sport at Bond
Leadership	• Provide leadership and guidance to staff to foster a collaborative and high-performing team culture. • Take responsibility for staff development and recruitment. • Continually identify and implement efficient service processes and procedures. • Motivate and manage staff to perform successfully in their portfolios of expertise, ensuring each has a performance plan and clear KPIs. • Develop and maintain a training and development plan for staff. • Maintain a working knowledge of HR policies and procedures as they relate to the personnel of the Office.
Operations Management	• Oversee the planning, organisation, and execution of the Bond University Rugby Union Club. • Contribute to the development and management of the rugby club budget, ensuring financial resources are allocated appropriately. • Collaborate with relevant stakeholders to establish and maintain effective sport governance structures, including policies, procedures, and regulations. • Ensure there is appropriate policy development, compliance and risk management within sport at Bond. • Oversee all John Eales Scholarship communications from Bond University Rugby Club, in conjunction with Bond Marketing, including web, social media and email to ensure the effective promotion of scholarships.

	• Implement and manage all sponsorship packages in accordance with contractual obligations. • Coordinate all TID with coaches and volunteers. • Coordinate annual Season Launch and Presentation Dinner in conjunction with Bond Sport and Central Events. • Assist with developing and coordinating the marketing and awareness of the Rugby Club and Rugby home games, in conjunction with Bond Sport, to maximize awareness and student engagement. • Attend weekly meetings with Bond Sport and provide updates accordingly. • Manage and coordinate, in conjunction with the Director of Sport, facility development projects relating to the Bond University Rugby Club. • Ensure all supplier PO requests. after obtaining appropriate quotes. are raised and invoices are managed in a timely manner and with appropriate expense coding for financial processing.
Customer Service	• Adopt and embed customer-centred standards for the functional area. • Maintain and enhance activities and relationship with the QRU, Queensland Reds, Qld Premier Clubs, Rugby schools, Gold Coast Districts Clubs and Rugby Australia.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Awareness & Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.