

PANSW Equipment Officer Job Description

JOB TITLE: Equipment Officer

JOB TYPE: Manage the States Team Equipment (Saddlecloths, Browbands and Rosettes)

PURPOSE OF THE POSITION

To ensure that when players are representing the State they have the required NSW State Saddles clothes, brow bands and rosettes at each event.

DUTIES/RESPONSIBILITIES

Maintain the State Equipment and ensure it is kept in good order.

Clean and repair equipment when necessary

Ensure the equipment is at the required events

Ensure the equipment is returned after the events.

SKILLS

Good Management and Communication Skills

Establish and maintain good relationships with repairers of equipment

PERFORMANCE GOALS

Ensure that each NSW Team is fitted out with correct equipment for each representative event

REQUIREMENTS

- **Organisation:** Moderate
- **Workload:** Can be quite high when there are events close together especially when equipment is not returned in a timely manner and/or is returned dirty
- **Communication:** High. Communication between Team Managers and the Equipment Officer needs to be established as soon as possible to ensure all equipment is at the relevant places in time.
- **Equipment:** Washing machine. Storage for equipment