



JOB DESCRIPTION & DUTIES

Title: Technical Officials Program Manager

Reports to: Operations Manager

DESCRIPTION

The Technical Officials Advisor will drive the advancement of Technical Officials for the Warrandyte Basketball Association by providing guidance to the Committee/Board on how to best deliver their Technical Official's Development Program focusing on recruitment, safety, training, education, development, pathways, events, culture, wellbeing, finances, reporting and retention.

The Technical Officials Program Manager (TOPM) will be guided by Basketball Victoria's State or Regional Program Development Officer to achieve best practice in line with Basketball Victoria's Member Affiliation agreement. You will be responsible for delivering Basketball Victoria's approved education & development either direct to officials or via your program team in line with your KPI's. This role is flexible in nature to reflect the Association's operational structure, and the hours may vary to deliver desired outcomes.

MAIN RESPONSIBILITIES

Compliance

- Work with your Association to ensure they adhere to Basketball Victoria's TOC Charter, By Laws, Member Protection, Tribunal and Child Safety.
- Work with the relevant Basketball Victoria staff to gain access to resources relating to roles and responsibilities, position description, contracts, and MOU's.
- Complete Basketball Victoria's annual audit process in relation to Technical Officials to ensure you are compliant with the Member Affiliation agreement.

People

- Determine necessary personnel for your Technical Officials Program (Appointments, Admin Officer, Referees, Referee Coaches, Scorers, Statisticians, Supervisors, Mentors) to best service your Association.
- Ensure all personnel are valued, resourced, and provided a safe environment in line with Basketball Victoria's State Objective.
- Ensure your team meets all necessary requirements from a qualification, child safety, and member protection standpoint.
- Provide networking opportunities for your team to facilitate resource sharing, raising concerns, highlighting successes, communicating ideas for improvement, and providing feedback to your Association.



- Regularly review your team on how they perform technically and how they interact with your Technical Officials in line with your culture and vision and make the necessary steps to address any concerns in a formal and respectful manner.

Development

- Ensure individual officials receive regular training, development & education via mentoring, supervision, referee coaching, workshops, and formal assessments so they can improve their ability to service the game of basketball and reach their full potential.
- Work with the relevant Basketball Victoria staff to gain access to suitable material to support the education and development of your officials.
- Deliver Basketball Victoria's Referee Association Badge courses within your Association as required.
- In consultation with the relevant Basketball Victoria staff, identify suitable candidates for Courses, League Nominations, Events and Workshops as required by Basketball Victoria.
- Ensure all course administration and qualification outcomes are recorded within Refbook.

Stakeholder Relationships

- Develop and maintain positive relationships with Basketball Victoria and all Association Stakeholders (volunteers & employees) to ensure the best outcome for the Technical Official's Program in line with your defined roles & responsibilities, reporting lines and communication channels.
- In conjunction with the Association's Committee/Board establish a working budget to implement the necessary components of a successful Technical Officials Program relevant to the agreed upon outcomes.
- Provide regular reports to your stakeholders measuring against your KPI's and highlighting achievements and/or concerns as they arise.
- Nominate someone or be the primary contact for Basketball Victoria ensuring they are kept up to date with all relevant information pertaining to your Association's Technical Officials.
- Attend Basketball Victoria's workshops and forums as required to promote networking, work on personal development, share ideas, and remain up to date with Basketball Victoria's vision and directives.



General

- Work with Basketball Victoria staff to ensure all your Technical Officials are registered and financial within Refbook.

Information for the advertisement template:

SELECTION CRITERIA

All offers of employment are subject to satisfactory proof of eligibility to work in Australia, reference checks a Police Check and a Working with Children Check. All applicants must have a current Victorian Driver's License. The role will involve some weekends and evening work, and travel within the state of Victoria.

ESSENTIAL SKILLS

- Knowledge of the current BV technical officiating landscape and pathways.
- Highly developed written and verbal communication skills with the ability to develop content and deliver high quality presentations and talk to all members of the basketball community.
- Ability to work collaboratively within a small dynamic team.
- Strong administration skills with high attention to detail.
- Intermediate computer skills including Excel and Refbook.
- Ability to build and manage relationships with a range of internal and external stakeholders including senior executives.
- Highly organised with the ability to be self-motivated, responsive, and flexible in an environment with time pressures and multiple priorities.

DESIRABLE SKILLS

- Hold Basketball Victoria's Association Program Development Officer accreditation.
- Grade 2 (Post 2022) or Grade 3 (Pre 2022) Referee Coach Accreditation
- Cert IV in training and assessment