

## POSITION DESCRIPTION

<b>Position Title:</b>	General Manager.
<b>Reports To:</b>	Warrnambool Basketball's Board of Management (principally the president).
<b>Relationship:</b>	Warrnambool Basketball's Competition and Administration Officer as well as other paid employees will report to the General Manager.
<b>Employment Status:</b>	Permanent full-time.
<b>Position Overview:</b>	<p>The General Manager plays a vital role in the continued growth of Warrnambool Basketball and is a key to the daily running of the organisation. The role will cover all aspects of ensuring the continuation of existing basketball competitions and programs, promotions, sponsorships, community engagement, and representative delegate roles.</p> <p>Relevant key performance indicators (KPI's) will be determined in consultation with the successful candidate.</p>
<b>Location:</b>	Warrnambool Basketball Stadium (the ARC), 71-77 Caramut Road Warrnambool VIC 3280

## POSITION RESPONSIBILITIES

**Manage and oversee all administrative and compliance functions of the association:**

- Financial management.
- Budgeting and reporting to Warrnambool Basketball's Board of Management.
- Attend and participate in all Warrnambool Basketball's Board of Management meetings.
- Provide reports and recommendations as required to Warrnambool Basketball's Board of Management.
- Implement and regularly update the organisation's business/strategic plan.
- Deal with statutory authorities ensuring all Warrnambool Basketball's compliance obligations are being met.
- Implement and maintain compliance with Basketball Victoria's Child Safeguarding Policy

### **Basketball related activities:**

- Manage and ensure the smooth running of all regular Warrnambool Basketball related competitions and programs (including, but not limited to, junior domestic, senior domestic, championship league, minis, under 10s).
- Manage and ensure the smooth running of all Warrnambool Basketball related representative programs (including, but not limited to, junior representative squad, Country Basketball League, Big V).

- Be the key person in relation to preparing and running the annual Warrnambool Junior Seaside Classic Basketball Tournament i.e. act as tournament coordinator and tournament director.
- Be the key person in relation to preparing and running Warrnambool Basketball's Junior Representative Squad Programs i.e. act as squad coordinator.
- Be the key person in relation to preparing and running Warrnambool Basketball's Senior Representative Programs i.e. act as Warrnambool Basketball's delegate for the Country Basketball League and Big V competitions.
- Be the key person in negotiating and sourcing uniforms and merchandise for all Warrnambool Basketball related competitions and programs (including, but not limited to, junior domestic, championship league, minis, under 10s, junior representative squad, Country Basketball League, Big V).
- Have a close working relationship with any Committees and Working Groups appointed by Warrnambool Basketball's Board of Management.
- Be the key person in preparing and running other Warrnambool Basketball related activities such as basketball clinics within schools, school holiday programs etc
- Manage all marketing and promotions in relation to all Warrnambool Basketball's activities, competitions, and programs.

**Stakeholders and sustainability:**

- Develop and expand sound working relationships with stakeholders from various committees and working groups, organisations, sponsors etc to ensure the unified future success and growth of Warrnambool Basketball.
- Act as a key spokesperson for the Association, presenting a strong, positive image to relevant stakeholders and the general community.
- Be the key person in preparing and running education/training type courses and information sessions for key Warrnambool Basketball stakeholders such as coaches, referees, volunteers, scorers etc
- Be the key person in sourcing funding (grants and sponsorships) from external sources such as government, businesses, and philanthropic trusts to help with the running of Warrnambool Basketball competitions and programs.
- Build strong links with all schools within the local school community through engagement and running activities.

**General responsibilities:**

- Provide support to Warrnambool Basketball's Board of Management as and when required.
- From time-to-time cover for the Competition and Administration Officer's absence by completing their tasks.
- Other administrative and secretarial duties as required for running a basketball association.

**CONDITIONS OF EMPLOYMENT**

**Hours of Work:** 40 hours per week full time. Flexibility of hours is required in accordance with Warrnambool Basketball's activities and the fulfilment of this position, weekend and evening work may be required. In addition to your ordinary hours of

work, you may be required to work reasonable additional hours. You acknowledge that working reasonable additional hours is part of your role and that this has been taken into account in setting your remuneration.

**Remuneration:** The final remuneration details will be negotiated with the successful applicant.

**Award:** Registered and Licensed Clubs Award 2020

**Workplace Health & Safety:** the candidate will be responsible and accountable for: compliance with workplace policies and procedures for risk identification, risk assessment and risk control; active participation in activities associated with the management of work place health and safety; and identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.

## KEY SELECTION CRITERIA & OTHER REQUIREMENTS

### Essential:

- Experience in sport management or similar with the proven ability to manage support personnel while successfully conducting sporting related programs and activities.
- Excellent financial management skills with the ability to complete tasks efficiently and within a set timeframe.
- Possess a high level of communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly.
- Possess strong interpersonal skills and the ability to work with a diverse range of people.
- Ability to work autonomously and unsupervised.
- High level of information technology skills.
- Excellent time management skills.
- Ability to be directed by the organisation's Board of Management while implementing and leading the implementation of the organisation's business/strategic plan.
- Ability to resolve conflict and grievance issues in a timely manner to avoid escalation.
- Proven administration competence.

### Highly desirable:

- Demonstrated knowledge and experience in the sport of basketball.
- A high level of knowledge around social media platforms.
- Demonstrated experience in the operations of a sporting organisation.

### Pre-employment check requirements:

- Medical examination
- National police check
- Current driver's licence

- Current employee Working With Children's Check

This position description and the level of work performed by the successful applicant is general in nature and is not to be interpreted as a complete description of all responsibilities. The direct responsibilities of this role may be altered or changed at the discretion of the Warrnambool Basketball Board of Management should it be in the best interest of Warrnambool Basketball.

**Applications and further enquiries:** to be submitted via email to Warrnambool Basketball Board of Management president, Paul Barker.

Email: [admin@warrnamboolbasketball.com.au](mailto:admin@warrnamboolbasketball.com.au)

Applications should not exceed 6 pages in total and should include the following:

- Letter of introduction
- Responses to essential and highly desirable selection criteria (refer above)
- Resume

Paul Barker

Warrnambool Basketball Incorporated - President

71-77 Caramut Road Warrnambool Victoria 3280