

Position Description

Technical Officials Program Manager

Organisation	Melbourne Central Basketball Association
Role	Technical Officials Program Manager
Reports to	Operations Manager
Location	Melbourne Sports and Aquatics Centre
Remuneration	.8 FTE
Hours	<p>Dates and exact times of work seasonal as linked to competition schedule. Guide of days and times (noting these may vary based upon shift requirements):</p> <p>.8 FTE</p> <p>10hrs minimum required office hours to be on Tuesday, Thursday and/or Friday</p> <p>All other hours determined by program requirements</p>
Role Responsibilities	<ul style="list-style-type: none"> • Oversee the recruitment, retention, and ongoing development of referees and Technical Officials. • Empower and mentor supervisors, referees and support them with referee pathway. • Manage officiating appointments for domestic, representative, and tournament competitions in collaboration with the Officials Programs Administrator. • Supervise competitions to ensure officiating standards and professionalism are upheld. • Identify and nominate Technical Officials for professional development opportunities, awards, and recognitions. • Support Technical Officials in dealing with challenges and provide guidance to enhance their experience and performance. • Ensure game payment rates are consistent with BV recommendations. • Regularly run ref training schools including Rookie schools • Use Refbook to communicate with referees, maintain referee information and approve twice weekly referee payments. • Develop strong relationships between MCBA management, coaches, players, and Technical Officials to foster an inclusive officiating culture. • Ensure MCBA adhere to Basketball Victoria's TOC Charter, By Laws, Member Protection, Tribunal and Child Safety. • Complete Basketball Victoria's annual audit process in relation to Technical Officials to ensure you are compliant with the Member Affiliation agreement. • Ensure individual officials receive regular training, development & education via mentoring, supervision, referee coaching, workshops, and formal assessments so

	<p>they can improve their ability to service the game of basketball and reach their full potential.</p> <ul style="list-style-type: none"> • 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. • Determine necessary personnel for your Technical Officials Program (Appointments, Admin Officer, Referees, Referee Coaches, Scorers, Statisticians, Supervisors, Mentors) to best service your Association. • 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. • In conjunction with the Association's General Manager make recommendations for 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 manager highlighting achievements and/or concerns as they arise. • 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.
Preferred Experience/Qualifications	<ul style="list-style-type: none"> • 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
Essential Requirements	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none">• 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.
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