

## OUR VALUES

Inclusion

Respect

Effort

Community

Enjoyment

# Surfcoast Basketball Association

# Position Description

<b>POSITION:</b>	<b>Technical Officials Administrator</b>
<b>Reports to:</b>	Operations Manager
<b>Direct Reports:</b>	All Technical Officials (Referees, CSO, Referee Educators, Big V Score bench/Stats)
<b>Hours of Employment:</b>	As per availability (must be available to work 1-2 shifts per week. Competition runs on a Monday, Wednesday, Friday and Saturday during school terms)
<b>Type of Employment:</b>	Casual
<b>Probationary Period:</b>	2-months
<b>Wage:</b>	TBC
<b>Applications Close:</b>	TBC

## DESCRIPTION

The Surfcoast Basketball Association (SBA) is seeking to appoint highly motivated individual to the position of Technical Official Administrator

## POSITION OBJECTIVES

The Technical Officials Administrator (TOA) will drive the advancement of Technical Officials for the Surfcoast Basketball Association by providing guidance to the 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 Administrator 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.

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Operations Manager
<b>Internal Relationships:</b>	Referees, Referee Educators, CSO's, Big V Scorebench / Stats, SBA staff, Board Members,
<b>External Relationships:</b>	Basketball Victoria, Players, Coaches, Parents, Team Managers and Spectators

### **Mandatory Qualifications & Experience - Key Selection Criteria**

- 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 without supervision, think quickly and apply working solutions in a fast-paced environment
- 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.
- Current Working with Children Check (WWCC).
- Current Victorian Drivers Licence

### **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

### **Key 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.
- Work with Basketball Victoria to ensure all Technical Officials are registered and financial within Refbook

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### **People**

- Determine necessary personnel for your Technical Officials Program (Appointments, 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.

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### **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.

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### **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 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.

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### **Accountability & Extent of Authority**

- The position makes judgements on safety hazards and emergencies but must consult the Centre Supervisor where further action or involvement of others is required.

### **Judgement & Decision Making**

- The position is required to understand and apply regulations, policies, guidelines, and local laws relating to the operation of the Stadium(s).

### **Specialist Skills and Knowledge**

- Strong interpersonal, communication and conflict management skills
- Ability to work without supervision, think quickly and apply working solutions in a fast-paced environment

### **Management Skills**

- Demonstrated experience working in and managing the smooth running of a basketball competition

### **Interpersonal Skills**

- Ability to liaise with both internal and external clients and the various attendees at the stadium(s).

### **Equal Opportunity Statement**

Surfcoast Basketball Association is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs, or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

### **Child Safe Standards**

Surfcoast Basketball Association is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential. Surfcoast Basketball Association's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. The Surfcoast Basketball Association will ensure that the Child Safe Standards are understood and embedded across the Association's services and programs. All positions within the Surfcoast Basketball Association are required to have a current Working with Children Check (WWCC).

### **Risk Management and Work Health and Safety**



All staff will Identify and report any hazards, damage, loss, or exposures observed during their work; mitigate and manage identified risks; and minimise damage or loss of property within the incumbent's control. In addition, all staff will ensure compliance with the Work Health and Safety Act and regulations to ensure the health and safety of self and others in the workplace. Comply with Basketball Victoria policies, procedures and ensure safe working practices are adhered to. Consult with staff on WH&S matters and monitor WH&S performance within area of responsibility.

### **Notes**

SBA may alter the position, Position Description, and responsibilities in accordance with the needs of the business. Any such change will be discussed prior to implementation.

All applicants must be legally entitled to work in Australia.

