



The Whittlesea City Basketball Association (WCBA) is looking for a self-motivated and results-driven General Manager to provide overall leadership and strategic direction for all areas of the WCBA.

The General Manager position is newly created and the successful candidate for this role should possess excellent communication skills, superior knowledge of business functions, exceptional budgeting and finance skills, and strong leadership qualities who will work closely with the WCBA Board, staff, volunteers and stakeholders.

Position Description

Position: General Manager

Employment Status: Permanent Full Time (38 Hours/Week on Flex Time)

Work Hours: Monday to Sunday to meet the business needs with a minimum of 30 min lunch break each day to be taken no later than 5 hours of starting work for that day. Flexibility is a requirement of this position as some evening and weekend work may be required to be undertaken to attend meetings and competition/games under the control of the WCBA and other related business.

Reports To: Whittlesea City Basketball Association (WCBA) Board of Directors - Chairman

Direct Reports: Administration Officers (2 x full time and 1 x Part time currently)
Directors of Coaching (Currently 2)
Referee Coach (Currently 1)

Key Responsibilities

- Overall Planning and oversight of delivery of high quality and successful stadium and program operations to meet the requirements of the WCBA board and its committees.
- Ensure the provision of effective office administration support and collaboration with the WCBA Board and the programs operated by Mill Park Pacers Pty Ltd to ensure they grow and prosper.
- Provide strong leadership to the staff and volunteers through close adherence to the values, culture and the objectives of the WCBA and its subsidiaries.
- Ensure there is astute financial management and business acumen, so the WCBA and its subsidiaries builds a strong financial position.

The following are the benchmark by which the activities of the WCBA are conducted and the General Manager must possess compatible values.

- To acquire and to provide and maintain buildings for education, recreation and other community purposes.
- To promote and assist clubs and other organizations in the provision of community activities.
- To co-operate with and work with other organizations and in particular Basketball Victoria, Sports Stadiums Victoria, YMCA and Local Schools and Local Government in order to provide facilities and programs for the health and wellbeing of the community.

FUNCTIONAL ALLOCATION

The following functions are incorporated as part of this role as primary accountabilities.

- **Management of Staff, Volunteers and Programs**
 - Manage Administration Staff & Directors of Coaching in respect of management processes, role descriptions, standard operating procedures and adherence to OHS rules and regulations.
 - Review staffing and provide an administration framework for the running of the WCBA and its activities
 - Manage & Approve Payroll under the direction of the Finance Committee
 - Undertake Staff Appraisals and performance management evaluations Annually
 - Identify and Implement, Development and Training opportunities for staff
 - Manage the imported players playing in elite competitions of which the Association has entered. This would include Player Contracts, the requirements for clearances & Visa etc. of FIBA, BA, and the Commonwealth of Australia
 - Assist Junior Domestic Clubs & Teams grow the participation in the competition, (*particularly at junior development levels*), Coaching, Referees and Scoretable Officials, and encourage a long-term

relationship between members, families and the club. We have a particular focus on seeing improved participation of girls and young women in the club.

- Manage Referee Coach/Coaches and work with the local Referee's Associations to achieve maximum participation of officials for games provided under the Association.
- With the support of the local Referee Associations and in conjunction with SSV, employee Referee Supervisors, Rostering Administrators etc to assist the officiating of games provided by the WCBA.

- **Strategic & Business Planning**

- To act as the Advocate and Conduit between the WCBA, Basketball Victoria, Local, State and Federal Governments and their representatives to further develop opportunities for the WCBA in relation to providing amenities and facilities for the sport and the community.
- Work with the Board, Members, Clubs, Teams, and participants to further develop and implement our strategic plan and to provide quarterly reporting.
- Support the growth of collaborative partnerships between the Club and bodies where alignment is beneficial to the club and its members
- Undertake a participatory business planning process with staff which covers all the centres activities, ensuring annual business plans are in place and approved by the Board.

- **Facility Management**

- Manage venues under contract or hired by the WCBA for the provision of Basketball or other activities undertaken by the WCBA, including the supply of support staff to run the venue when used by the WCBA and the works required to maintain the facility.
- Work with the Board to manage with relationship with Sports Stadium Victoria in relation to the management of Mill Park Stadium.
-

- **Sponsorship & Promotion**

- Marketing (Including brand awareness within the community and outside our region), Sponsorship and Grants to fund the programmes run by the WCBA.
- Develop a marketing planning framework for the WCBA to effectively promote our facilities/association to prospective sponsors.
- Market the WCBA's services to the community, local and state governments and its values to its staff, volunteers and customers.
- Foster and maintain strong working partnerships and networks with a broad range of the community and commercial organisations.

- **Organisation & Culture**

- Work with all stakeholders to encourage a culture that is strongly aligned to the WCBA values and objectives in line with the current Strategic Plan.

- Ensure feedback and complaints are responded to appropriately and promptly.
- Ensure appropriate records are kept for all incidents and accidents that take place in venues under the control of the WCBA.
- Ensure alignment of all programs to Australian Sports Commission and governing bodies Codes of Conduct for players, coaches, parents, officials, spectators and administrators.
- **Governance and Financial Management**
 - Work with the Treasurer of the Association and committees to Manage Finances, Financial Reporting & Produce an annual budget for the WCBA.
 - Attend Board meetings to represent and report on all areas of operation of the WCBA and to assist the Board in making decisions on items discussed at meetings and on recommendations from papers from the General Manager to the Board.
 - Strengthen other programs ran by the association to improve the attendance and attractiveness to participants.
 - Be the conduit for the Association for communications from BA, BV and the BV commissions.
 - Work with the Board to establish an Organizational Structure for WCBA and to develop a series of charters for each committee which delegates Board authority for specific responsibilities.

Skills and experience

Mandatory:

1. Demonstrated ability to collaborate, advocate and build strong relationships with a wide range of stakeholders across government, sports and active recreation, community, and corporate sectors.
2. Excellent oral and written communication skills, including ability to write clear, concise, evidence-based papers, reports and public relations copy.
3. Ability to oversee athlete development pathways and programmes from entry level to elite standards, including participation of Officials and Coaching Staff.
4. Demonstrated ability to undertake data analysis; and plan, prepare and deploy advocacy campaigns utilising a range of media platforms.
5. Excellent organisation and time management skills with the ability to multi-task and deliver to required timeframes, whilst maintaining a high attention to detail.
6. Demonstrated ability to work independently and as part of a small team.
7. Ability to manage staff including effective delegation, communication and staff expectations, to create a culture of diversity and transparency
8. The ability to drive outcomes through the efficient use of available resources

Highly Desirable:

1. A qualification in a field relating to public health, sport or other relevant area or proven industry experience at a senior management level.
2. Proven experience in a senior community sport and active recreation sector role, with a preference, but not an absolute necessity, in basketball.
3. A good understanding of digital media and communications platforms
4. Demonstrated understanding of, and the ability to apply, the principles of good governance as they relate to a not-for-profit organisation.
5. Demonstrated knowledge in financial management.
6. An understanding of the Government and Community Grants/Funding network.
7. Demonstrated decision making in alignment with the values and priorities of the WCBA.

Email info@wcba.org.au with cover letter and resume. Applications close 26th November 2021.