



POSITION DESCRIPTION: OPERATIONS MANAGER

Position Title : Operations Manager	Employee Name:
Reports to: President - Whittlesea City Basketball Association (WCBA)	Position Start Date:
Employer Name: Whittlesea City Basketball Association (WCBA)	Position Review Date:

Position Purpose

The purpose of the Operations Manager will be to manage the performance and basketball operations aspects of the WCBA in line with the association's strategic priorities and goals. The Operations Manager is to provide leadership and ultimately be responsible for the implementation of sound high performance strategies that ensure continuous improvement, growth and sustainability of WCBA.

The Operations Manager will ensure the association's performance and delivery is being managed on a day to day basis in line with the WCBA Board's direction, with a particular emphasis on the management of business operations, policy and procedure and competitions, programs and facilities.

The Operations Manager will be responsible for all aspects of WCBA's activities, including, but not limited to:

- Leading its successful Operational and Financial performance;
- Creating, developing & maintaining positive relationships with a diverse range of stakeholders; and
- Driving a clearly defined growth strategy, ensuring that the WCBA is a leading Basketball Association in the region.

Position Responsibilities

- Oversee the operational implementation of all WCBA programs and competitions.
- Partner with the Board to execute the Strategic Plan, including conducting regular auditing and in-depth reporting, and delivering operational and strategic advice to the WCBA Board and Association Members.
- Collaborate with a diverse range of stakeholders to ensure the WCBA is generally recognised as a leader in governance, participation, and community engagement.
- Develop, implement, and maintain a profitable and sustainable business model, ensuring the continued success of WCBA, including the responsibility for all revenue generating activities and the management of expenditure to meet the authorised annual budget.
- Ensure that appropriate policies and procedures are in place to meet all legislative requirements and guaranteeing that all staff meet child protection compliance requirements.
- Partnering with the Board to ensure timely attention is given to core governance issues of the WCBA.
- Develop and manage strategies and systems to ensure administrative compliance, including effective internal controls and quality management systems.

WCBA PURPOSE STATEMENT – Empowering people positively through basketball by providing a respectful, diverse environment that is inclusive of all abilities to promote participation and pathways.



Whittlesea Pacers Basketball (WCBA)

🏠 PO Box 37, Mill Park VIC 3082

☎ 03 9404 1999

✉ info@wcba.org.au

ABN 92 675 241 543

- Act as a key spokesperson for WCBA, presenting a strong, positive image to relevant stakeholders and to the public.
- Liaise on behalf of WCBA with local Councillors and Council representatives in relation to programs, initiatives, community engagement and facilities management.
- Develop and enhance partnerships with key stakeholders, organisations, and sponsors to ensure the growth and success of the WCBA.

Key Requirements

- Manage the organisation and administration of WCBA competitions, including participating clubs, coaches, players, in conjunction with the Director of Coaching and elected Sub-Committees:
 - Aussie Hoops & Specialist Hoops.
 - Junior Domestic.
 - Senior Domestic.
 - Victorian Junior Basketball League (VJBL) Representative Teams.
 - Youth League Men's and Women's Representative Teams.
 - BigV Senior Mens and Womens Representative Teams.
- Manage all administrative functions and coordinate meetings with staff and stakeholders.
- Work closely with the Director of Coaching to set-up and execute Coach Development Programs, Player Development Pathways and coordinate Competition sustainability, growth, and engagement.
- Manage and coordinate the implementation of marketing and media strategies and activities, including event planning, to ensure the growth of WCBA's brand.
- Oversee the writing and submission of grant applications offered by local councils, governments, and other entities.
- Ensure that the WCBA continues to develop its reputation as a leading Basketball Association in Victoria.

Key Selection Criteria

- Sport Administration and/or Competition Management experience
- Understanding and Working knowledge of financial management software and Play HQ portal management.
- Staff management, working knowledge HR and OH&S
- Excellent communication and interpersonal skills, with proven ability to interact and manage a variety of stakeholder relationships.
- Strong organisational skills, success in multi-tasking, prioritising and high levels of attention to detail
- Tertiary degree in Sports Management and/or Business equivalent or relevant industry experience
- Understanding of overall management of a successful sporting or community-facing Association from a basketball/sport perspective.

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Key Performance Indicators

1. Conduct successful and financially viable Domestic and Elite Programs.
2. Manage WCBA operational staff, ensuring robustly attainable KPI's are developed, measured, and effectively carried out.
3. Execute the Strategic Plan of the WCBA, in conjunction with the board and staff.
4. Maintain positive relationships with WCBA member Clubs, Sponsors, and stakeholders.

This is a fulltime position, based at eth Mill Park Basketball Stadium, Redleap Avenue Mill Park. Hours are typically 9.00am to 5.00pm Monday to Friday, however due to the nature of the role and the sports industry, some out of hours work including (including weekends and evenings) will be required.

WCBA Value Statements

Respect – We will value all views and opinions and be accountable and responsible to each other.	Excellence – We will be leaders in governance, be innovative and always strive to be the best we can be.
Integrity – We will be loyal to our members, participants and the community with open and honest communication.	Flexibility – We will create a flexible and responsible environment and aim to improve performance across all aspects of our organisation.
Inclusivity – We will be welcoming and create a safe and supportive environment inclusive of all within our community.	Sustainability – We will work together to ensure the long term viability and continuity of basketball in Whittlesea.

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