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**EXECUTIVE OFFICER: POSITION DESCRIPTION**

**1. Position**

**Position Title: Executive Officer (EO)**

**Location:** Darwin

**Reports to:** Basketball Northern TerritoryBoard

**Supervises/Manages:** All staff employed by Basketball Northern Territory (currently two but may increase in the near future).

**Remuneration:** $68 000 plus five weeks annual leave, superannuation and car and mobile allowances.

**Conditions:** The successful applicant will be required to hold current:

* Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history
* NT driver’s licence.

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| **2. Organisation** |

Basketball Northern Territory (BNT) exists to provide leadership and a Territory-wide framework to grow and develop the sport of basketball for all participants. BNT is governed by a board and currently has two affiliates: Darwin Basketball Association and Alice Springs Basketball Association. BNT is a dynamic organisation which is undergoing significant change that will transform and grow the organisation and NT basketball into the future.

**3. Purpose of the Position**

Under the direction of the BNT Board, plan and manage all operations and promote and achieve the development of Basketball across the Northern Territory in accordance with the BNT Strategic Plan.

**4. Duties/Responsibilities**

4.1. *Relationship Management*

* Build and maintain strong working relationships with and between all key stakeholders; including funding bodies, affiliated associations and other sporting bodies
* Conduct the business of BNT in an professional and ethical manner
* Negotiate sponsorship agreements, seek new sponsors and develop ongoing relationships to enhance and continue sponsors’ association with BNT.
* Support volunteers in accordance with national volunteering benchmarks
* Liaise with Basketball Australia (BA) in all matters pertinent to the development of the basketball in the Territory.

4.2 *Management*

* Provide the full executive officer function to the BNT Board
* Prepare, manage and report to the Board on an annual BNT Operational Plan in line with the strategic plan
* Seek and prepare all appropriate grants, grant submissions and reports/acquittals
* Effective operation of the BNT office
* Attendance at Basketball Australia meetings.

4.3 *Finance*

* Assist the Board to plan and develop the BNT budget and financial operating procedures
* Manage and monitor the budget and assist the Financial Director to provide financial reports at each Board meeting to ensure budget goals are met

4.4 *Marketing and Communication*

* Maintain a positive, improving and developing profile of basketball within the Northern Territory.

4.5 *Human Resources*

* Manage and supervise all BNT staff
* Manage recruitment, development and performance review of staff
* Ensure staff responsibilities and KPI’s are meet
* Ensure a safe and productive working environment

4.6 *Operations: Policies and Procedures*

* Develop policies and procedures to ensure best practice standards are met
* Set and adhere to client service standards
* Develop and adhere to the Basketball Northern Territory Occupational Health and Safety Policy and all relevant legislation.

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| **5. Selection Criteria** |

1. Exceptional interpersonal and communication skills and demonstrated ability to maintain collaborative and productive relationships across diverse stakeholders.
2. Successful experience in managing a small organisation.
3. Successful experience in providing executive officer functions to a board.
4. High level of analytical and evaluation skills for the development of a range of program solutions that meet the needs of BNT, its affiliates and other stakeholders.
5. Proven ability to lead a team of paid and volunteer staff; manage human and financial resources.
6. Ability to prioritise workloads, work unsupervised, travel intra-Territory (including by 4WD and light aircraft) and interstate, and work irregular hours.
7. Demonstrated computer skills, including financial packages, and the ability to analyse data and prepare reports for BNT and its stakeholders and clients.
8. Knowledge of the major trends and issues facing basketball at national and territory levels.
9. Relevant tertiary qualifications and/or at least equivalent years of industry experience; dealing with business, marketing, client relations and management.

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| **6. Other information** |
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BNT is required to meet the demands of a sport that operates seven days per week, with the timeliness of activities being critical to its success. BNT staff will, as the circumstances of the case determine, contribute their time and efforts outside normally recognised office hours where their personal attention, knowledge or expertise may benefit BNT, its objectives and achievements.

You will on occasions be required to travel and attend functions as a representative of BNT. Your conduct should reflect your role as an ambassador of the sport and set an example to other employees.

You will keep the BNT Board fully informed of the results of all activities undertaken as part of your role. You will be required to maintain strict confidentiality of material and information which you access as a result of your role.