



Position Profile

POSITION

Position Title:	Development Manager
Reports to:	RBI Management Committee
Supervises/Manages:	Administrator Referee Development Officer Book keeper Volunteer Coordinator
Location:	Rockhampton Basketball Sir Raymond Huish Drive Rockhampton QLD 4700
Classification:	Full time 38 hours per week
Date last revised:	24 th June 2014

PURPOSE

The position is responsible for the overall operational management and performance of the association in relation to growth, development and success of programs, facility utilisation and customer service.

WORK ORGANISATION

Rockhampton Basketball Incorporated (RBI) is a not for profit, membership based, sports association that administers the sport of basketball in the Rockhampton area. The organisation places emphasis on providing opportunities for participation in all facets of the sport.

SPECIFIC ACCOUNTABILITIES

- Overall administration of the facility, competitions and development programs.
- To establish strong, healthy relationships with clubs, local schools, government, Basketball Queensland, BQ associations and other key stakeholders.
- To assist in sound financial management and control over finance related operations.
- Implement strategic directions outlined by the RBI Management Committee in day to day operations. In alignment with this, attend monthly RBI Management meetings and present a written report outlining progress in key areas.
- Maintain up-to-date and relevant policies and procedures including risk management.
- Promote the association through news articles in the local media.
- Contribute to the development of the three year business plan and implementation of the activities.

- Development of programs which will grow the member base of the association including
 - Delivery of sampling programs for basketball in schools.
 - Initiate and maintain junior player Development Camps and Clinics.
 - Initiate and maintain elite programs for talented juniors
 - Initiate and maintain an effective coaches education program
- Drive the establishment of Aussie Hoops competitions.
- Assist in strategic direction of the representative program by assisting with selection of coaches, programming of tryouts, training and competitions and providing ongoing support to representative staff.
- Assist clubs in their overall development
- Other duties as required

SKILLS, KNOWLEDGE AND EXPERIENCE

- A minimum of Level 2 Coach accreditation in basketball
- Knowledge of basketball coaching methods and the ability to disseminate that information.
- Ability to communicate at all levels of the association.
- Basic understanding of financial and other business principles and indicators (eg. profit and loss statements and key performance indicators).
- Understanding of Occupational Health and Safety, Risk Management, discrimination, EEO and other issues that contribute to a safe, equitable and satisfying work environment.
- Strategic planning and working to a vision.
- Commitment to growth and improvement of self and others.

PERSONAL ATTRIBUTES

- Ability to manage multiple, tasks, organise personal workload and meet deadlines without supervision.
- Positive outlook on life.
- Strength of character which enables individual to accept constructive criticism and feedback.
- Able to make and accept decisions and take responsibility for consensus decisions.
- Co-operative, supportive, encouraging, trusting, respectful and considerate of others.
- Credible and trustworthy.
- Ability to develop and maintain positive relationships.

SELECTION CRITERIA

Mandatory

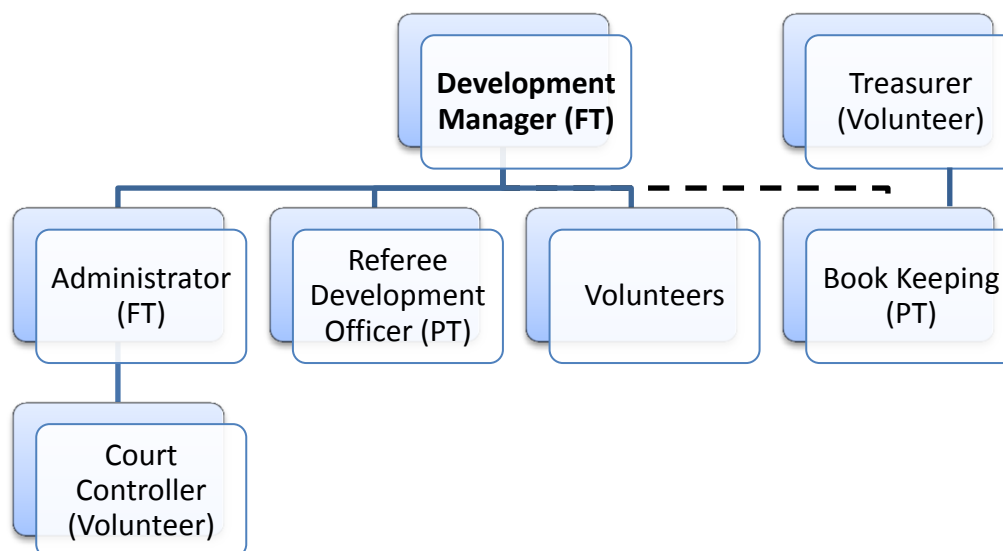
1. Current Australian Level Two basketball coaching accreditation
2. Demonstrated experience and skills in teaching, coaching, participation and administration of the sport of basketball;
3. Demonstrated ability to create and maintain effective networks within schools and the local community in relation to development, delivery and ongoing management of basketball programs;
4. Demonstrated high level of written and oral communication skills, including the ability to:
 - Be client focused;
 - Communicate and negotiate with a broad range of people at all levels;
 - Represent the sport of basketball and 'sell' basketball to interested parties;
5. High level of organisational skills in dealing with multiple projects and priorities;
6. Demonstrated ability to work autonomously and in a team environment
7. Holds a current Blue Card (working with children) or the ability to obtain one
8. Holds a current Queensland driver's license.

9. Ability to work outside of normal hours and on weekends.

Desirable

1. Demonstrated skills in computer literacy, including Microsoft suite (Word, Excel, Outlook)

ORGANISATIONAL CHART



OTHER INFORMATION

Rockhampton Basketball is required to meet the demands of a sport which operates seven days per week, with the timing of certain activities being critical to its success. Rockhampton Basketball 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 RBI, its objectives and achievements.

As a member of the Rockhampton Basketball staff, you will, on occasions, be required to travel in order to attend functions as a representative of Rockhampton Basketball. Your conduct and appearance should reflect the role of ambassador and your activities set an example to other employees.

It will be a condition that Rockhampton Basketball will be entitled to be fully informed of the results of all work done by you and to have full and exclusive benefits of its results. It will be a condition that you will not without authority, divulge to any other person any information in regard to the affairs of Rockhampton Basketball.