

ORGANISATIONAL OVERVIEW

Darwin Basketball Association Incorporated (DBA) is a not for profit organisation, focused on growing the sport of basketball in Darwin and the surrounding districts. With a strong club base the association runs regular fixtures, junior and schools competition, representative teams and development programs.

POSITION OVERVIEW

Position Title:	Executive Officer
Employment:	Full time (Hours TBC)
Remuneration:	100K plus super
Reports To:	DBA Board of Directors

PURPOSE

- ✓ To oversee all matters relative to the operations of the Darwin Basketball Association in compliance with the:
 - (i) DBA Constitution
 - (ii) DBA By-Laws
 - (iii) DBA Policies & Procedures
 - (iv) Office of Business Affairs requirements pertaining to an Incorporate Association
- ✓ The position will be accountable to the Board of Directors, through the Chair, for the management of a competent team of administrators, development and operational staff
- ✓ The Executive Officers duties include, but are not limited to, stipulated job tasks and will from time to time, and within reason, be subject to direction from the DBA Chair
- ✓ Assist to educate players, coaches, parents and spectators of their responsibilities as outlined in the DBA competition rules and other governing documents such as the Codes of Conduct
- ✓ The role is not to create confrontations with coaches, players and spectators, but to inform participants of the expectations placed on them by the DBA management in relation to rules and behaviours, and ultimately, enforce those expectations
- ✓ Promote a positive image for the DBA through exceptional and professional delivery of customer service

QUALIFICATIONS & SKILLS

- ✓ A strong interest in basketball
- ✓ Demonstrated experience in a similar role
- ✓ Ochre Card – Working with Children Card (or ability to obtain one)
- ✓ First Aid accreditation (or willing to obtain one)
- ✓ Fire Training certification (or willing to obtain one)
- ✓ RSA accreditation (or willing to obtain one)
- ✓ The ability to carry out duties with limited supervision and co-operatively participate as a team member when required
- ✓ Demonstrated ability to multi-task, work independently and to use initiative and problem-solving skills in order to organise and prioritise workloads
- ✓ Demonstrate high level of interpersonal, communication and negotiation skills
- ✓ Ability to nurture the clubs and drive policy change/improvement for the good of the game
- ✓ Demonstrated ability to use discretion with confidential and sensitive information
- ✓ High level skills in the use of The Fox Sports Pulse, Stadium Scoring and FIBA Organiser
- ✓ Understanding of the DBA constitution, By-Laws and policies

- ✓ Willingness to work outside normal business hours from time to time (evenings and weekends)
- ✓ A high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual and respectful language and manner toward visitors, patrons and to each other

DUTIES & RESPONSIBILITIES

1. COMPETITIONS & FACILITIES

- ✓ Oversee administration of all DBA competitions - juniors, seniors & wheelchairs in all divisions
- ✓ Oversee the development of an annual competition calendar - juniors, seniors & wheelchairs in all divisions
- ✓ Assist in maintenance of accurate player registrations, clearances and insurances
- ✓ Work closely with the Finance Manager to ensure correct receipt and processing of monies
- ✓ Coordinate tribunals, appeals and special investigations including but not limited to;
 - Be the first point of contact for any reports/complaints
 - Accurately dialogue all correspondences with complainers/complainants
 - Follow procedures as per constitution and By-Laws regarding reports/complaints
 - Advise the nominated DBA Tribunals Board Member of the report/complaint and in consultation set up a date and time for the appropriate tribunal/mediation meeting
 - If required, conduct an investigation of the incident including viewing CCTV vision
 - Set up DBA Referee room for the tribunal hearing/mediation meeting
 - Formally advise all parties of the outcome and post any suspensions on DBA website
- ✓ Create and maintain an accurate log book of all Club Coaches "Coaching Level accreditation" and Ochre Card information
- ✓ Assist when required with reception and general administrative duties
- ✓ Ensure the DBA is a pleasant environment for the members

2. PUBLIC RELATIONS

- ✓ Develop and maintain close working relationship with Club Presidents
- ✓ Ensure all staff maintain appropriate standards of communication with the entire basketball fraternity
- ✓ Communicate with all clubs and promote the incoming seasons and special events
- ✓ Assist in maintaining the DBA website
- ✓ Liaise with the Director of Sponsorship and assist in developing sponsorship proposals and delivery of them
- ✓ Liaise with Basketball Northern Territory

3. GENERAL ADMINISTRATION

- ✓ Delegate and maintain the correspondence inwards and outwards
- ✓ Maintain "Best Practice" principles in administration and operations to ensure that members receive quality service
- ✓ Oversee and manage all employed staff of the DBA including but not limited to:
 - (i) Development Manager
 - (ii) Facilities Manager
 - (iii) Finance Manager
 - (iv) Administration staff
 - (v) Cleaner/Caretakers
 - (vi) Bar/Canteen staff
 - (vii) Gate Keepers
 - (viii) Court Supervisors & game officials
- ✓ Organise, plan and prepare budgets for DBA representative teams
- ✓ In conjunction with the Finance Manager, ensure all DBA monies are secure and accounted for

- ✓ Assist with players registrations and voucher redemptions
- ✓ Monitor visitor access and maintain security awareness
- ✓ Assist the DBA Chair with preparation of Board and other meeting agendas, minutes and supporting documentation
- ✓ Keep the office area tidy and maintained in a professional manner

4. BUSINESS AFFAIRS

- ✓ Complete the annual registration of the Association with the Department of Business Affairs within the required time frame
- ✓ Supply all necessary financial documentation to the Department of Business Affairs
- ✓ Report any common law misdemeanours to the President for further direction
- ✓ Supply an updated copy of the Darwin Basketball Association Constitution to the Department of Business Affairs as required
- ✓ Advertise the Annual General Meeting within the timeframe stipulated in the Constitution
- ✓ Correspond with nominated Honoraries as per the Constitution before the Annual General Meeting to ensure all positions are filled or renewed
- ✓ Ensure all required reports are available to financial members at the Annual General Meeting

SPECIFIC COMPETENCIES

Essential

- ✓ Strong management, communication, organisational and interpersonal skills
- ✓ Can be relied upon to meet deadlines, deliver what is promised and demonstrate a positive attitude and optimistic approach to tasks
- ✓ Work as a member of a team and treat colleagues with trust and respect
- ✓ Ability to deal with sponsors, media and the general public in a pleasant and courteous manner keeping colleagues fully informed about relevant events and developments
- ✓ Ability to work within a defined budget in consultation with the Director of Finance
- ✓ Be computer literate with prior experience in the use of MS Office products.

Desirable

- ✓ A background in sports management and possession of relative tertiary qualification and/or experience
- ✓ Familiarity with the Sporting Pulse membership system

APPLICATIONS

Please forward covering letter and copy of your CV to executive@darwinbasketball.com.au

Applications close 5:30pm (local Darwin Time) Monday 30 May, 2016.