

ALTONA SPORTS CENTRE

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Stadium Manager's job description

Key objectives of the role

To ensure:

- A safe environment for stadium users.
- The stadium requirements of the user Associations are met.
- Relevant ASC operations and activities are positively and effectively communicated to the user associations.
- Sound financial performance of ASC.
- Effective leadership is provided to staff.
- The proper maintenance and development of the stadium.
- Accurate and complete reporting to the board.

Reports to

The board of directors of the Altona Sports Centre Ltd.

Essential functions and duties

1. Develop, implement and monitor stadium management systems to ensure a safe Environment for stadium users.
2. Develop, implement and monitor stadium management systems to provide proper Employment of and effective leadership to Centre employees.
3. Develop, implement and monitor a system to provide an induction process for Employees and volunteers who are or will be active in Centre operations.
4. Implement and monitor a system to control stadium bookings, reception operation and opening and closing of the stadium.
5. Ensure the stadium is managed in compliance with the terms of the lease agreement and liaise with the Council on matters relating to development of the stadium.
6. Monitor the condition of and arrange to maintain equipment, buildings and Surrounds at a suitable standard.
7. Prepare an annual operating budget for board approval, monitor and report actual income and expenditure against this budget.
8. Control all matters relating to cash flow management and stadium finances.
9. Ensure that all income and expenditure is properly recorded and accounted for.
10. Prepare and deliver a monthly report to directors covering financial performance, stadium maintenance and operational matters.
11. Liaise with ANA and ABBA to maintain awareness of their stadium requirements and monitor the extent to which these requirements are being met.
12. Liaise with and assist in the development of programs and activities conducted by ANA and ABBA at the Centre.
13. Liaise with user associations to promote the provision of development clinics for players, coaches and officials.
14. Liaise with user associations to promote and operate club based competitions.
15. Liaise with relevant community groups and organisations and arrange activities and programs to maintain community awareness and promote stadium utilisation by a broad cross section of the community.
16. Other duties as requested by the board of directors.

Key performance indicators

1. Evident existence of and compliance with a stadium safety program.
2. Stadium utilisation.
3. Stadium financial performance.
4. Evident functionality and presentation of the stadium.
5. Effectiveness of relationship with user associations.
6. Punctuality and clarity of monthly reports to the board.

Required skills and qualifications.

1. Ability to manage and provide leadership to staff.
2. Ability to produce and understand financial reports.
3. Ability to produce and manipulate spreadsheets.
4. Knowledge of essential safety measures for a public access building.
5. Knowledge of the structure and operation of sports Associations, preferably gained through experience with a netball or basketball association.
6. Sound written and verbal communication skills.
7. Ability to resolve conflict situations by discussion and negotiation.
8. Experience in building maintenance would be an advantage.
9. Formal qualifications in Sports Administration would be an advantage.
10. Experience in managing in an environment of co-mingled paid employees and Volunteers would be an advantage.
11. Experience with MYOB accounting software would be an advantage.
12. Must have a current Police check, a working with children WWC is an advantage.

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