



Position Description

Job title: Competition Administrator

Reporting to: Executive Officer

Hours: Full time, 38 hours per week. The nature of the position requires regular out of hours and weekend work during the season.

Location: Matthews' Netball Centre, 199 Salvado Road Wembley

Purpose of the position

This position is primarily responsible for the day to day administration, development and operational delivery of the Perth Netball Association Winter and Spring competitions. The position works closely with members and other key stakeholders and as such requires a high level of quality customer service.

Responsibilities & duties

1. Winter and Spring Competitions Administration

- Setup and coordinate the team and player nomination process.
- Setup and coordinate the ongoing management, registration and affiliation of all players, non-playing members and officials.
- Fixture the competitions at season start and after re-grading.
- Coordinate the printing and distribution of scorecards each Match Day.
- Ensure adherence to all PNA competition rules, policy and relevant guidelines and procedures in the administration of the competitions.
- Notify teams and Clubs of fines as per the fines and penalties policy.
- Oversee maintenance of the PNA Competition Handbook Book.
- Make recommendations required to refine existing operational planning documents and platforms.
- Ensure strict compliance to all regulatory, operational and commercial guidelines in the delivery of the competitions.

2. Match day responsibilities

Coordinate the operations of Match Day from the Match Day Office, including but not limited to:

- Oversee operational casual staff sign on and sign off.
- Ensure the grounds and facility risk assessment is carried out and signed off prior to commencement of games.
- Respond to general enquiries from members at the match office.
- Oversee merchandise sales from the match office.
- Keep a documented log of operational and competition incidents throughout the day.

- Other duties from time to time as required by the Executive Officer and the President/Executive.

Work experience & skills

Essential Experience

- Demonstrated experience in event or competition administration within the sport and recreation industry
- Strong competencies in information technologies, specifically the use of online competition administration systems.
- Strong interpersonal skills
- Excellent knowledge of the sport of netball
- Outstanding customer service skills and the ability to elicit cooperation from and work with a range of people/stakeholders
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes
- Ability to work independently and part of a broader team
- Preparedness to be flexible in respect to work hours.

Desirable Experience

- Experience with the use of the MyNetball online competition administration system.
- Exposure in working within a member-based association particularly in a sport and recreation environment.

- Cash handling and point of sale experience.
- Demonstrated experience in the coordination of staff, volunteers and contractors.

Academic & trades qualifications

Essential qualifications

- Current Police check.
- Current Working with Children Check.

Relationships

- This position reports directly to the Executive Officer and the Executive of PNA.
- The position works alongside other permanent PNA staff and has some responsibility for casual staff employed during programs and competitions.
- The position is highly customer service focused.

Employee signature:

Date:

Executive Officer signature:

Date:

President signature

Date:

Performance review period: This position is reviewed on an annual basis on the anniversary of appointment.