



Position Description

Job title:	Executive Officer
Reporting to:	President
Hours:	Permanent Full time, 38 hours per week. The nature of the position requires regular out of hours and weekend work during the season.
Salary:	Negotiable
Location:	Matthews' Netball Centre, 199 Salvado Road Wembley

Purpose of the position

Reporting to the President and Executive Committee, the Executive Officer will be responsible for overall efficiency and effectiveness of all aspects of Perth Netball Association including its competitions and programs, membership services, commercial operations, administration and facilities.

Responsibilities & duties

- Manage, oversee and monitor the recruitment, performance and training of all staff
- In collaboration with the Treasurer and Finance Officer, manage, oversee and monitor all financial aspects of the Association, including budgeting, annual audit and monthly reports.
- Manage, oversee and monitor all aspects of the Matthews Netball Centre, including repairs and maintenance, cleaning, waste management, security and venue hire.
- Implement sound governance procedures and ensure that the Association is compliant with all relevant statutory requirements.
- Manage, oversee and monitor the administration of all PNA netball competitions and development programs.
- Manage, oversee and monitor the general administration of the Association.

Work experience & skills

Essential

- Demonstrated experience in Senior Management in a related field of employment, with high level strategic and analytical skills, strong leadership skills and proven success in planning, implementation and ongoing management.
- Sound understanding of governance and proven ability to work effectively with and take direction from an Executive Committee or Board.
- Demonstrated strong customer service and administration skills including understanding of financial and data management.
- Highly developed interpersonal and communication skills and proven ability to work with a diverse group of stakeholders.
- Experience in leading and managing a diverse workforce, including permanent and casual staff, contractors and volunteers.
- Experience and knowledge of the Microsoft Office suite of products.

Desirable

- MBA/Business Development/Sports Management or relevant degree qualification.
- Understanding of the sporting landscape in Western Australia, and netball infrastructure locally and nationally. Technical knowledge of netball would be advantageous.
- Evidence of success in the use of Marketing and Communications to engage and attract sponsors and investors through strong commercial and business negotiation skills.
- Competent with innovative digital and social media mediums and a good understanding of MYOB.

Academic & trades qualifications

Essential qualifications

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

Relationships

- This position reports directly to the President and the Executive of PNA.
- The position is responsible for all other permanent and casual PNA staff and oversees the hiring and performance of contractors.
- 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.