



Position Title	Technical Officials Administrator
Employment Status	Part Time
Reports to	General Manager of Operations
Updated	November 2021

About Geelong United Basketball

Geelong United Basketball (GUB) aims to be recognised as the leading regional basketball association in Australia. We exist to create pathways for every player, coach, and official to achieve excellence according to their desires and abilities.

Position Objective

The Technical Officials Administrator is responsible for managing all aspects of Geelong United Basketball's Technical Officials Appointment, Recruitment and Payment System Program. Promote a positive image for Geelong United Basketball through the professional delivery of all competitions. Due to the nature of the role, the successful applicant will be required to be flexible with work days and times.

Responsibilities and Accountabilities

- Create and maintain the GUB Technical Officials & Referee database
- To assist with the administration of payment to Technical Officials
- Facilitate the recruitment and retention of Referees & Technical Officials as required by GUB
- Complete Technical Official & Referee appointment rosters:
 - Complete rosters for all GUB Domestic competitions, VJBL, NBL1 and Big V where applicable, or when requested by GUB.
 - Develop an availability process to ensure appointments are fulfilled efficiently and meet the needs of GUB Domestic Competition.
 - Publish Rosters within a timely manner agreed upon by GUB
- Monitor program deliverables and foster an environment of continual improvement and strategic growth
- Ensure all aspects of the program align to the values of Geelong United Basketball
- To be aware of GUB's day to day operations, process and/or procedures



- Any other duties as directed by the CEO or CEO's nominee (e.g. GUB's GM of Operations)

Desired Experience and Qualifications

- Demonstrated experience in a similar role in managing/assisting sporting competitions
- Working with Children check
- 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
- Demonstrated high level of interpersonal, communication and negotiation skills
- Demonstrated ability to use discretion with confidential and sensitive information
- Willingness to work outside normal business hours from time to time such as 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



Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the GUB GM of Operations and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / in servicing done in support of the role
- Time Management in the fulfilment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

Employee Obligations

Policies

The Technical Officials Administrator is employed under and will abide by the Sporting Organisations Award 2010, Clerical & Administrative Staff (and any instrument that replaces it) and GUB's policies, guidelines and procedures.

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the GUB's environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Direct Manager.