



Position Title	Technical Officials Program Development Officer
Employment Status	Permanent Full Time
Reports to	GUB Operations Manager
Updated	May 2022

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

To drive the advancement of Technical Officials by delivering a program focusing on recruitment, safety, training, education, development, pathways, events, culture, wellbeing, finances, reporting and retention. The Technical Officials Program Development Officer will be guided by Basketball Victoria's State or Regional Program Development Officer to achieve best practice in line with Basketball Victoria's Member Affiliation agreement. This role will be responsible for delivering Basketball Victoria's approved education & development either direct to officials or via a program team. This role is flexible in nature to reflect GUB's operational structure and the hours may vary to deliver desired outcomes.

Responsibilities and Accountabilities

- Adhere to Basketball Victoria's TOC Charter, By Laws, Member Protection, Tribunal and Child Safety
- Work with the State or Regional PDO to gain access to resources relating to roles and responsibilities, position description, contracts, and MOU's
- Complete Basketball Victoria's annual audit process in relation to Technical Officials to ensure compliance with the Member Affiliation agreement
- Determine necessary personnel for (Appointments / Admin Officer, Referees, Referee Coaches, Scorers, Statisticians, Supervisors, Mentors) to best service your GUB
- Ensure all personnel are valued, resourced, and provided a safe environment in line with Basketball Victoria's State Objective
- Ensure your team meets all necessary requirements from a qualification, child safety, and member protection standpoint



- Provide networking opportunities for your team to facilitate resource sharing, raising concerns, highlighting successes, communicating ideas for improvement and providing feedback to your Association.
- Regularly review your team on how they perform technically and how they interact with your Technical Officials in line with GUB's culture and vision and make the necessary steps to address any concerns in a formal and respectful manner
- Ensure individual officials receive regular training, development & education via mentoring, supervision, referee coaching, workshops, and formal assessments so they can improve their ability to service the game of basketball and reach their full potential
- Work with the State or Regional PDO to gain access to suitable material to support the education and development of your officials
- Deliver Basketball Victoria's Referee Association Badge courses within your Association as required
- In consultation with the State or Regional PDO, identify suitable candidates for Courses, League Nominations, Events and Workshops as required by Basketball Victoria
- Work with Basketball Victoria's Operations Officers to ensure all course administration and qualification outcomes are recorded by Basketball Victoria in the relevant platform
- To be aware of GUB's day to day operations, processes and/or procedures
- Any other duties as directed by the CEO or CEO's nominee (e.g.OM and or Business Manager)

All offers of employment are subject to satisfactory proof of eligibility to work in Australia, reference checks, a Police Check and a Working with Children Check. All applicants must have a current Victorian Driver's License. The role will involve some weekends and evening work, and travel within the state of Victoria.

Experience and Qualifications

Desirable

- Hold Basketball Victoria's Association Program Development Officer accreditation
- Knowledge of the current BV technical officiating landscape and pathways
- Highly developed written and verbal communication skills with the ability to develop content and deliver high quality presentations and talk to all members of the basketball community
- Ability to work collaboratively within a small dynamic team
- Strong administration skills with high attention to detail
- Intermediate computer skills including Excel, HUDL and on-line platforms
- Ability to build and manage relationships with a range of internal and external stakeholders including senior executives
- Highly organised with the ability to be self-motivated, responsive, and flexible in an environment with time pressures and multiple priorities
- Level 3 (or higher) Referee Accreditation or work towards achieving



- Cert IV in training and assessment or work towards achieving
- 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 Operations Manager 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

Management of Staff

As a Leader the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the organisations policies and procedures. As a Leader it is expected that the incumbent will conduct Annual Review Meetings with staff.

Employee Obligations

Policies

The Technical Officials Program Development Officer 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.