

	Position Description Competitions Officer	Document no: 001 Version: 004
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Reports To: Operations Manager

Position Level:

Award: Sporting Organisations Award 2020

Position Status: Casual

Role Purpose

The Competitions Officer is responsible for all competitions and acts as Competitions Supervisor on game nights. The role requires a high level of initiative and enthusiasm including well developed communication skills to manage numerous priorities and diverse people to enable the successful delivery of the Association's objectives.

Key Responsibilities

Competitions:

- Prepare operational duties including draws, scoresheets and live scoring.
- Manage the conduct of the competition and handle any competition complaints.
- Process competition results, player eligibility, awards, and umpire duties
- Act as Competitions Supervisor for competitions including carnivals; and assist other competitions Supervisors when necessary
- Assist Clubs and Club Umpire Coordinators perform their duties

Client Service.

- Demonstrate a positive attitude and a client focus in all dealings with club representatives, umpires and coaches and the general netball community
- Answer and respond to relevant queries (Emails) related to competitions in a timely and professional manner. All other queries are to be passed onto the appropriate personnel in a timely and professional manner.

Attributes/ Skills / Knowledge

Required personal skills and attributes

- Able to work independently with minimal direction whilst contributing to a larger team
- Demonstrate a high level of self-motivation, personal drive and integrity.
- Display a high level of maturity and well-developed sense of responsibility.
- Demonstrated ability to actively participate and add value to a workplace team.
- Demonstrated ability to communicate effectively, clearly and concisely with a diverse range of stakeholders
- Act with diplomacy and discretion when dealing with sensitive and/or confidential issues;

Required Record Keeping and Technology skills

- Prepare and maintain accurate records using both hard copy and computer software.
- Intermediate computer skills including proficiency in Excel, Outlook, Publisher, PowerPoint and Word and their application in an administrative context.
- An ability to quickly acquire knowledge to use software which is linked to the operations and functions of competitions

Other

- An understanding of netball structures, policy and practices or the demonstrated ability to quickly acquire such knowledge
- A willingness to uphold the values and integrity of TCNAI and present themselves according to TCNAI code of conduct and guide others to uphold these values.
- Other related duties and tasks as directed.

Experience

- Demonstrated experience in an administrative support role, including the ability to organise and prioritise workloads.
- Demonstrated experience effectively liaising and negotiating with internal and external clients.
- Understanding of the game of netball and the nature of competitions and carnivals is highly desirable.
- Sports leadership or management is desirable but not essential

Qualifications /Licences / Other Requirements:

- Current Blue card holder
- Current first aid accreditation is preferred but not essential
- Current member of Netball Queensland or willingness to become a member

Workplace Health and Safety

Always demonstrate safe behaviour and comply with TCNAI's OH&S policies. Promote awareness of safety practices in the workplace through personal behaviour and conversations. Report all incidents including potential hazards.
