

## Position Description

### SECTION 1

**POSITION TITLE:** WAFL Operations Specialist

**TYPE of EMPLOYMENT:** Fixed-term contract

#### KEY FOCUS OF THE ORGANISATION (WAFC Vision):

To provide a positive experience unmatched by any other sport that provides significant community benefit.

#### CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**  
We care for, support and develop our people  
We are one united team committed to delivering our agreed objectives  
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**  
We deeply value the players, volunteers, stakeholders and fans of our game  
We are committed to building relationships that are enduring  
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**  
We strive to give our best every day  
We are recognised as an organisation that gets things done  
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**  
We respect our history as we shape our future  
We work in partnership to ensure football's success  
We aim to set the standards for our industry

#### KEY FOCUS OF THIS POSITION (Why this job exists):

- To assist in managing all aspects of Football Operations with respect to the WAFL and WAFLW competitions.
- To assist with aspects of Football Operations across the WAFC.

REPORTING RELATIONSHIPS		
POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
WAFL & Football Operations Manager.	WAFL & Football Operations.	N/A

<b>AUTHORITY LEVELS</b> (Decisions and Recommendations expected):
Delegated to Authority Level, as outlined in the Financial Delegations Policy.

SECTION 2	
KEY RESULT AREAS (KRA) / KEY PERFORMANCE INDICATORS (KPI'S)	
KRA'S - WHAT is PERFORMED	KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO
<b>General Business- WAFL &amp; WAFC Operations</b>	<ul style="list-style-type: none"> <li>• Manage and implement the WAFL/WAFLW Rules and Regulations as they relate to the competition.</li> <li>• Manage the WAFL Total Player Payments (TPP).</li> <li>• Manage the Protests and Disputes of the WAFL/WAFLW competition including the MRP, tribunal and appeals panels.</li> <li>• Manage the WAFL benchmarking dashboard data collection process.</li> <li>• Manage all data collection and analysis for items such as specific club requests.</li> <li>• Manage all enquiries as they relate to WAFL/WAFLW Competitions.</li> <li>• Support the WAFL registration and transfer process.</li> <li>• Support the WAFL/WAFLW Online Management system (Sportix).</li> <li>• Support for the WAFL State Football Program.</li> <li>• Provide support to the WAFL Club Football Managers to meet WAFL requirements and help them to manage the operational requirements of their club.</li> </ul>
<b>Additional Business</b>	<ul style="list-style-type: none"> <li>• To develop and manage the WAFL football operations database.</li> <li>• To assist other WAFC competitions in their management.</li> <li>• To provide input to various committees set up from time to time by the WAFC.</li> </ul>

	<ul style="list-style-type: none"> <li>To work on special projects as required.</li> </ul>
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### SECTION 3

#### COMPETENCIES REQUIRED FOR THIS POSITION:

<b>1. Technical Knowledge</b> General knowledge of the football industry and the various stakeholders.	<b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.
<b>2. Computer literate</b> Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.	<b>7. Planning and Organising</b> Ability to organise and prioritise a course of action for self and to accomplish goals.
<b>3. Effective Communication</b> Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.	<b>8. Analytical Power</b> Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.
<b>4. Client/Stakeholder Focus</b> Ensuring stakeholders and clients are always properly serviced.	<b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
<b>5. Teamwork</b> Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	<b>10. Problem Solving</b> Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

#### EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)

- A sound knowledge of the interdependent football system in WA (E)
- A strong sense of process (E)
- Strong management skills (E)
- Strong Competition Software skills and experience (E)
- Competition Operational experience (D)