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| **POSITION DESCRIPTION – GROUND MANAGER** | |
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| **SECTION 1 – POSITION OVERVIEW** | |
| **POSITION TITLE:** Ground Manager  **TYPE of EMPLOYMENT:** Honorarium/ Day Rate | |
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| KEY FOCUS OF THE ORGANISATION (League Vision): | |
| To enhance regional communities through having professionally run football competitions where participants are able to develop within a team in a safe, well governed and successfully administered environment. | |
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| **KEY FOCUS OF THIS POSITION** (Why this job exists): | |
| To oversee the operations of the X Football League’s Match Days and be the key liaison between the Club, Umpires and Spectators. | |
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| REPORTING RELATIONSHIPS | |
| **POSITION REPORTS TO:** | President X Football League or X Football League Board Member (Volunteers). |

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| SECTION 2 - KEY RESULT AREAS (KRA)/KEY PERFORMANCE INDICATORS (KPI’S) | | | |
| **KRA’S - WHAT IS PERFORMED** | | **KPI’S - WHAT WILL BE ACHIEVED** | |
| **Facilities Management** | | 1. Ensure Changerooms, Umpires Rooms, Timekeepers box and Dug Outs are opened and ready for safe use within the specified timeframes. All property and facilities are required to be cleaned and locked away at the completion of the matches. 2. Mark the oval in line with the Rules of the AFL. 3. Ensure the venue is safe for playing and identify and make good any areas deemed to be non-safe. | |
| **Competition Management** | | 1. Umpiring- Ensure umpires facilities are safe, clean and ensure umpire abuse is actioned and umpires are not at risk of physical violence from supporters. This may require escorting the umpires on and off the field. Ensure umpires arrive and manage / report any incidences of noncompliance. 2. Patrol the interchange areas and ensure safe and professional conduct is being displayed by the Club Officials and surrounding patrons. 3. Issue and manage match balls. 4. Provide Footyweb access in line with League Policy. 5. Handle match Day paperwork inline with League Policy - Umpires require final team lists 20 minutes prior to the games commencing. Collect and return all paperwork to the league (including goal kickers and best players) | |
| **OH&S** | | 1. Ensure safety gear such as First Aid Rooms, Goal Post Covers, Ice and Stretchers/ Neck Braces, Keys to open gates for an ambulance etc are easily accessible in the event of an injury. 2. Call an Ambulance on the request of the Umpires or should therebe a serious incident involving a patron at the venue. 3. OH&S – Complete the JLT Checklist prior to every match day starting as well as manage the AFL’s Lightning and Heat Policy and the WACFL’s Spectator Management Policy. 4. Report safety or negative game day environment incidences to the League in line with League Policy | |
| **Volunteer Management** | | 1. Canteen- Set up canteen manager 2. Gate Keepers- Set up gate attendant with float and WACFL Conditions of Entry Signage. Ensure safe collection and storage of League / Club Money at the completion of the day 3. Ensure all volunteers are in place for games (scoreboard, interchange, timekeepers room and siren) and have adequate equipment to carry out their roles. Report any misdemeanours or incidences of noncompliance 4. Liaise with Clubs (presidents and Team Managers) and assist and provide leadership to problem solve where possible. | |
| **Game Day Environments** | | 1. Ensure an acceptable Game Day Environment is being displayed by both teams and spectators and make good and/ or report any unacceptable behaviour through the specified channels. | |
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| **SECTION 3 - COMPETENCIES REQUIRED FOR THIS POSITION:** | | | |
| **1.Technical Knowledge**  General knowledge of the football industry and the various stakeholders. | | | **5. Initiative**  Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities. |
| **2.Computer literate**  Basic knowledge of Footyweb Registration System. | | | **6. Planning and Organising**  Ability to organise and prioritise a course of action. |
| **3.Effective Communication**  Ability to clearly convey information and ideas through verbal and face to face communication. | | | **7. Judgement**  Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account. |
| **4. Teamwork**  Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals. | | | **8. Problem Solving**  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. |
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| **EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION:** (Essential or Desirable) | | | |
| * Able to work at match days. (E) * Excellent verbal communications. (E) * Demonstrated ability to operate under pressure situations and problem solve. (E) * Ability to lead and interact confidently with groups of participants and stakeholders. (E) * Ability to learn policy and comply with safety standards (E) * Good customer relationship skills. (E) * A sound understanding of the X Football League and its structure (D) * Knowledge of the Footyweb Membership Registration System and computer literacy (D) | | | |
| **TERMS AND CONDITIONS** | | | |
| **Remuneration:** |  | | |
| **Term of Appointment:** | The position is paid on a per day basis. | | |
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