

## Position Description

### SECTION 1

**POSITION TITLE:** Development Officer – Metro North

**TYPE of EMPLOYMENT:** Full-Time – Twelve (12) month fixed term contract

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

To lead and engage all West Australians through a positive experience with Australian Rules Football.

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

Responsible for coordinating the delivery of broad-based participation programs fundamental to the strategic and operational objectives of the WAFC and the Claremont District.

#### REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Community Development Manager – Metro North	Community Football	N/A

#### AUTHORITY LEVELS (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)**

<b>KRA'S - WHAT is PERFORMED</b>	<b>KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO</b>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>• Conduct and present level 1 Auskick (5 – 12) and Youth/Senior (13 and up) coach accreditation.</li> <li>• Provide on going coach development to coaches with in the district.</li> <li>• Deliver individual club coach evenings</li> <li>• Provide resources for all coaches within the district.</li> <li>• Maintain up to database of all coaches with in the district.</li> <li>• Maintain schedule of club training nights</li> <li>• Provide resource for all club coaching coordinators</li> <li>• Provide invoice and payment information for District treasurer</li> <li>• Provide accreditation for all new coaches in the district</li> <li>• Nominate coaches for AFCA awards at AFCA annual conference</li> </ul>
<b>Participation</b>	<ul style="list-style-type: none"> <li>• Establish links between secondary schools and community clubs by providing appropriate information.</li> <li>• Communicate with Secondary School Ambassadors.</li> <li>• Co ordinate 'Smarter than Smoking' – nominations, fixturing, venues, umpiring, results</li> <li>• Co ordinate secondary school lightning carnivals</li> <li>• Increase the participation of secondary school involvement</li> <li>• Assist with the development of Churchlands SHS Football program to start in 2011.</li> <li>• Co ordinate and facilitate the Auskick Gala Day at West Coast JFC.</li> <li>• Promote participation and growth of umpiring with in the district</li> <li>• Co ordinate the Parent Mentor Umpiring program</li> <li>• Attend training sessions and end of year function</li> <li>• Provide guidance and support for all volunteers</li> </ul>

	<ul style="list-style-type: none"> <li>Assist in the development of volunteer recruitment and retention strategies</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Keep up to date information on District website as main source of information for stakeholders.</li> <li>Be a point of contact for all Junior competition stakeholders.</li> <li>Attend DFDC and JCC meetings as requested</li> <li>Provide administration support and guidance for the JCC</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>As with the nature of the football industry have the flexibility to work some evenings and weekends.</li> </ul>

### SECTION 3

#### COMPETENCIES REQUIRED FOR THIS POSITION:

<p><b>1. Technical Knowledge</b> General knowledge of the football industry and the various stakeholders.</p>	<p><b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.</p>
<p><b>2. Computer literate</b> Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.</p>	<p><b>7. Planning and Organising</b> Ability to organise and prioritise a course of action for self and to accomplish goals.</p>
<p><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.</p>	<p><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.</p>
<p><b>4. Client/Stakeholder Focus</b> Ensuring stakeholders and clients are always properly serviced.</p>	<p><b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p><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.</p>	<p><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.</p>

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

- Sports Related Degree or Certificate IV Sport Development or related position experience. (E)
- Ability to lead and interact confidently with groups of participants, volunteers and stakeholders. (E)
- Well developed communication and interpersonal skills including speaking to groups and audiences. (E)

- Ability to work in a team environment. (E)
- Strong Computer literacy, including MS Office, email, Social Media and Website comprehension. (E)
- Able to work outside normal business hours including evenings and weekends. (E)
- Current WA Drivers License. (E)
- WWC Card. (E)
- Level 1, 2 or 3 AFL Coaching Accreditation. (D)
- Level 1 Umpiring Accreditation. (D)
- Knowledge of the WA Football structure including the District Football Development Model and JCC. (D)
- Knowledge of the Claremont District, including factors that may influence the Football environments within it. (D)
- Knowledge of sporting environments at club, school, district or state level. (D)