

Position Description

SECTION 1

POSITION TITLE: Community Football Officer

TYPE of EMPLOYMENT: Full Time – 12 Month 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):

To provide operational and administrative support to the Community Football team and its affiliated volunteer stakeholders.

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Manager Community Football	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)

KRA'S - WHAT is PERFORMED	KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO
Affiliate & Stakeholder Support	<ul style="list-style-type: none"> • Provide administrative support for Community Football Stakeholder meetings including AFL Masters, DFDC/RFDC Chairs, Community Football Advisory Council, Football Affairs Committee. • Deliver club, league and stakeholder communication requirements for AFL Masters, DFDC/RFDC Chairs and Community Affiliates. • Deliver competition operations requirements for AFL Masters in conjunction with Manager Community Football. • Coordinate stakeholder ticketing allocations
Staff Support	<ul style="list-style-type: none"> • Coordination of Community Football Staff Meeting Cycles • Coordination of Community Football Staff Inductions • Provide administration and project support to the GM Engagement as required. • Maintain a Staff Accreditation Register • Provide operational program support as required • Provide administrative support as required
Events	<ul style="list-style-type: none"> • Coordination of Community Football related carnivals and events as required • Coordinate promotional activities as required.
Club Development	<ul style="list-style-type: none"> • Provide content coordination for all club related sections of the WA Football website.

SECTION 3

COMPETENCIES REQUIRED FOR THIS POSITION:

<p>1. Technical Knowledge General knowledge of the football industry and the various stakeholders.</p>	<p>6. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.</p>
<p>2. Computer literate Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.</p>	<p>7. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.</p>
<p>3. Effective Communication 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>8. Analytical Power 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>4. Client/Stakeholder Focus Ensuring stakeholders and clients are always properly serviced.</p>	<p>9. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p>5. 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.</p>	<p>10. 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.</p>

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

Essential selection criteria include:

- Proven ability to communicate effectively with community stakeholders
- Strong administrative capabilities
- Current WA Drivers Licence
- Excellent written and verbal communications
- Experience in Sporting Organisations
- Strong customer service skills

Desirable selection criteria include:

- A sound understanding of the WA Football structure and system
- An understanding of volunteer environments within WA Football
- A tertiary qualification in Sports Management or equivalent industry experience