

## POSITION DESCRIPTION

**TITLE** : COMPETITIONS ADMINISTRATOR  
**LOCATION** : Bendat Basketball Centre, Floreat WA  
**REPORTS TO** : Competitions Manager  
**SALARY RANGE** : Up to \$50,000 per annum plus superannuation

### Purpose of the Role (Why does this role exist, what is it designed to achieve?)

- To undertake various administrative tasks of the Basketball WA (BWA) Competitions
- To provide higher level support to Competitions Manager & Competitions Staff
- To assist with communication to BWA Competitions stakeholders

### SUMMARY OF ROLE

- Administration of the State Basketball League (SBL)
- Administration of the Western Australian Basketball League (WABL)
- Oversee Working with Children Checks for Competitions
- Database Management (through TBN/Competitions)
- Insurance checks & liaison with broker (V-Insurance)

### SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- Undertake management and administrative duties for the WABL:
  - Competition Coordination
    - Compilation and entering of WABL All Star Voting
    - Compilation and management of WABL Results
    - Administration of the WABL Shot Clock Roster
    - Assist with addressing issues and concerns of WABL stakeholders
    - Act as Tribunal Hearing Officer for WABL-related incidents
    - Maintain and update online media platforms as required
    - Various other activities to ensure the smooth running of the WABL competition
- Undertake management and administrative duties for the State Basketball League (SBL):
  - Competition Coordination
    - Compilation and management of SBL game-night documents (includes scoresheets, votes, attendance etc.)
    - Management of the SBL's video sharing database (HUDL)
    - Disseminate weekly administration (uniform and referee allocations)
    - Maintain and update online media platforms as required
    - Various other activities to ensure the smooth running of the SBL competition

- Provide high level support to the Competitions Manager to ensure the smooth running of all BWA competitions
- Respond to internal and external competition inquiries and information requests
- Liaise with BWA Competitions stakeholders on all administrative matters
- Ensure all relevant competition participants are Working With Children compliant
- Assistance on other projects from time to time as required

#### Knowledge, abilities and skills required (Competencies)

- Demonstrated philosophy of continuous improvement
- Demonstrate excellent proficiency in the use of Microsoft Word, Outlook, PowerPoint and Excel
- Involvement in a sport-oriented organisation (Beneficial)
- Experience in basketball refereeing (Beneficial)
- Strategic and creative thinker
- Honest, reliable and disciplined
- Solution orientated problem solver with a proactive approach and proven initiative
- Meticulous in presentation of work with particular attention to detail
- Excellent time management
- Able to create effective processes to improve the delivery of work and efficiency of self and direct reports
- Sound knowledge of online media platforms
- Ability to manage multiple projects simultaneously
- Able to work with a minimum amount of supervision
- Prepared to work as an integral part of a professional and dedicated team
- Demonstrated proficiency in the use of The Basketball Network & Sports TG (Beneficial)

#### Working Relationships (Internal and external interactions)

##### *Internal*

CEO

BWA Board

BWA Employees

##### *External*

External Agencies

BWA Stakeholders

Basketball Australia

Other Basketball Associations