



POSITION DESCRIPTION

TITLE : CHIEF OPERATIONS OFFICER
LOCATION : Bendat Basketball Stadium, Floreat WA
REPORTS TO : CHIEF EXECUTIVE OFFICER
SALARY RANGE : Attractive Salary Package including superannuation commensurate with senior position offered up to \$120k inclusive of on costs.

PURPOSE OF THE ROLE. (Why does this role exist, what is it designed to achieve?)

- To work in close partnership with the CEO & DEPUTY CEO, providing leadership across the organisation and ensuring that internal operations, policies and systems enhance organisational capability and capacity.
- Develop and maintain effective working relationships with a diverse range of key stakeholders, representing the organisation in the community and industry.
- To provide operational management and leadership overseeing performance expectations including achievement of strategic objectives and core business outcomes in the following core areas:
 - Finance and accounting;
 - Venue operations, Business and Organisational development;
 - Legal compliance and risk management;
 - Asset management;
 - ICT; and
 - Policy, procedure, contract management and office management.
- To provide a strategic capacity to the sport of Basketball and in particular BWA.

SUMMARY OF ROLE

- Management of Basketball WA operational systems, policies and processes.
- Management of logistical support for the Basketball WA office including the Bendat Basketball Stadium, asset management, office accommodation and contracts / leases.
- Financial & business planning to ensure delivery of Basketball WA Strategic goals.
- Oversee the contracts and obligations of key partnerships (Government / Non Govt) in regard to reporting and contract management across the sport and in the regions.
- Manage and Report on key achievements against key Basketball WA Strategic Plan Performance Measures.
- Grow the Basketball WA brand in a dynamic and vibrant way through the communication of best practice initiatives, advocacy, engagement and first- class customer experience methodologies.
- Develop and maintain effective relationships with a range of key stakeholders, representing the organisation in the community and industry as required.

SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- Manage and oversee Basketball WA's finance, accounting and budget processes including coordinating financial papers for the Audit and Risk Committee, advising on short, medium and long-term financial matters and associated risks. Assist and advise internal departments in the preparation of annual budgets and associated financial management plans.
- Monitor the wider organisational operational performance and advise and recommend appropriate risk mitigation strategies including maintaining a risk register and risk management plan. Develop and oversee the operational plans of Basketball WA, in conjunction with the Senior Management Team.
- Oversee the Co-Management of Bendat Basketball Centre with Venues West, including stakeholder management and reporting requirements. Ensure the operations of the venue are achieving the corporate objectives and are providing an enhanced customer experience.
- In collaboration with contract service providers and key internal staff, ensure the effective administration of the organisations technology and information management systems and assets including the development and review of an ICT strategy.
- Assist the CEO in the management of Basketball WA's legal and HR procedures, protocols and requirements as and when they fall due. Oversee and manage the effective and efficient running of the BWA offices and staffing operations, leading reviews and updates of all Basketball WA policies and procedures.
- Assist CEO in delivery of key messages and achievement of key strategic goals across operational areas, enhancing the brand of BWA and the culture of the organisation for staff, members and stakeholders.
- Oversee the contracting, management and reporting processes for Basketball WA contracts with key stakeholders, funders and sponsors, maintaining key relationships and fostering new partnerships.
- Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake as directed by the CEO from time to time.

Knowledge, abilities and skills required (Competencies)	
<ul style="list-style-type: none"> • Minimum of five years' experience in a senior operations management role including management of staff, volunteers and contractors • Demonstrated experience in the management of financial and related accounting functions and proven ability to develop, implement and manage systems, policies and processes that promote operational excellence. • Strong leadership abilities including well-developed interpersonal and communication skills and proven ability to work within and effectively manage a small team of staff. • Honest, reliable and disciplined and self-motivated with excellent time management. Meticulous in presentation of work with particular attention to detail, meet deadlines and prioritise tasks. • Experience in planning and reporting on strategic objectives as well as management of the ICT and Risk Management functions. Knowledge of project management processes. • Prepared to work as an integral part of a professional and dedicated team. 	

Working Relationships (Internal and external interactions)			
<i>Internal</i>		<i>External</i>	
CEO	<input checked="" type="checkbox"/>	External Funding Agencies	<input checked="" type="checkbox"/>
Deputy CEO	<input checked="" type="checkbox"/>	BWA Stakeholders	<input checked="" type="checkbox"/>
BWA Management Team	<input checked="" type="checkbox"/>	Venues West	<input checked="" type="checkbox"/>