



## POSITION DESCRIPTION

**JOB TITLE** : REGIONAL DEVELOPMENT OFFICER (PILBARA)  
**LOCATION** : KARRATHA (preferably)  
**EMPLOYER** : Basketball WA  
**TERMS** : Permanent Full Time or Part Time  
**REPORTS TO** : BWA Participation Manager  
**SALARY** : Salary package negotiable

### Purpose of the Role

- The Development Officer position will play a vital role in growing the game of basketball in the Pilbara Region. The role will essentially cover the planning, management and delivery of all junior development programs run by Basketball WA.
- Lead and coordinate delivery on the Pilbara Regional Plan which is linked to Basketball WA's strategic plan, reporting regularly to the Pilbara Member Associations on achievement of objectives.
- Develop and maintain effective working relationships with a diverse range of stakeholders, representing the organisation in the community and industry.
- To provide a strategic capacity to the sport of basketball and, in particular, Basketball WA in the region.
- To provide key support and assistance where possible to the regional basketball affiliates within the region.

### SUMMARY OF ROLE

- Support Pilbara Member Associations in providing advice and support in relation to the development of an operational plan that addresses the particular needs of the Member Associations and links to the Pilbara Regional Plan, including aspects of:
  - Governance;
  - Volunteer Recruitment and Management;
  - Information Communication Technology;
  - Sponsorship/Grants and Marketing;
  - Participation Initiatives;
  - Education and Training; and
  - Infrastructure

- Provide operational & strategic guidance to Associations having input into and driving the outcomes of operational & strategic plans such as:
  - Assist with the coordination, delivery and achievement of school clinics, after school programs and participation initiatives such as sporting school and Aussie Hoops.
  - Assist with the coordination, delivery and achievement of regional player development initiatives.
  - Liaise with Basketball WA staff regarding the nomination and selection of local players in representative programs such as Southern Cross, WA Country, Hotshots & FDP.
  - Assist in the coordination of coaching and referee clinics and encouraging coach and referee accreditation.
- Oversee the contracts and obligations of key partnerships (Government / Non Govt) in regard to achieving outcomes across the sport in the region.
- Develop and maintain effective relationships with a range of key stakeholders, representing the organisation in the community and industry as required.
- Identify and apply for various grants and sponsorships, manage grants and sponsorships obtained, including sponsor servicing, reporting and acquittal requirements.
- Liaison with community basketball stakeholders on all administrative matters.
- Where possible, assist in the administration and promotion of the inclusion basketball program, including the areas of indigenous, disabled, and CALD basketball and work with the Participation Manager and external agencies to develop and grow these programs.
- Provide assistance to Associations in the implementation and operations of the “PlayHQ” software system across the region.
- Take ownership of and work to deliver strategic projects so as to advance the sport of basketball within the region with the assistance of Basketball WA Staff.
- Assist with the delivery & development of policies and procedures to enhance the operations of basketball in the region.
- Assistance on other projects from time to time as required

## **SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY**

- Act as Head Coach for elite training and development programmes in the Pilbara.
- Work closely with Basketball WA’s Head Coach of the High Performance program.
- Liaise with Basketball WA regarding nomination and selection of local players in representative programs such as Southern Cross, WA Country, etc.
- Liaise with Basketball WA regarding visits to the Pilbara by Head Office staff.
- Provide specialist coaching support to junior and senior club coaches.
- Conduct coaching clinics and encourage coach accreditation.
- Conduct school clinics throughout the Pilbara region.
- Monitor afternoon training sessions during the domestic competition season.

- Coordinate and select coaches and help with team selections for BWA and Country Championship Tournaments.
- Travel to Perth for State & Country Week carnivals as required.
- Conduct School Holiday clinics.
- Plan, promote and conduct carnivals for local Primary & High Schools.
- Promote, coordinate and help to increase numbers in the Aussie Hoops program.
- Work in consultation with the Referee Coordinator to introduce new referees to the game and provide accreditation courses/development opportunities.
- Promote basketball through publishing content on digital platforms (including social media) as well as contacting local media agents.
- Develop, implement and review the Pilbara Regional Plan and provide assistance to develop Association plans.
- Provide written/oral reports to Members Associations, including updates on KPI Targets.
- Travel to Perth and/or be available to phone in as required for Basketball WA Meetings.
- Office Administration work as required.

#### Type of Person We Are Looking For

Basketball WA is seeking a candidate who shares our vision for the sport and our corporate values:

- Fun & Enjoyable
- Agile & Innovative
- Accessible & Inclusive
- Well Governed & Accountable
- Become The Best You Can Be

**Essential Criteria**

- Demonstrated extensive understanding of sport (preferably basketball).
- Demonstrated ability to plan, set up and manage camps / clinics / programs.
- Sound communication skills and the ability to effectively communicate with a wide range of people either in person, over the phone, via email or in writing.
- Refined interpersonal skills and an approachable manner, with the ability to build collaborative relationships with internal and external stakeholders.
- Ability to work independently and with minimum supervision, with effective organisation and administration skills.
- Strong IT competency – proficient in the use of Microsoft Office suite.
- Preparedness to be flexible with working hours, particularly during scheduled basketball events when weekend and after-hours work will be required.
- Current driver’s licence and accessibility to own transport.
- Valid Working with Children’s card (will need prior to commencement).

**Desirable Criteria**

- Relevant training or qualifications in sports or sports management.
- Experience working in the sporting industry.
- Specific involvement in basketball, including any qualifications or experience playing, coaching and/or refereeing basketball.
- Working knowledge of introductory/beginner sports programs (eg Aussie Hoops), online sport organisation management platforms (eg PlayHQ, GameDay/SportsTG) and/or Sporting Schools.

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

<p><i>Internal</i></p> <p>Participation Manager           <input checked="" type="checkbox"/></p> <p>Deputy CEO                           <input checked="" type="checkbox"/></p> <p>BWA Employees                   <input checked="" type="checkbox"/></p>	<p><i>External</i></p> <p>DLGSC Regional Staff           <input checked="" type="checkbox"/></p> <p>Basketball Associations       <input checked="" type="checkbox"/></p> <p>Members and Volunteers       <input checked="" type="checkbox"/></p> <p>Local Government               <input checked="" type="checkbox"/></p> <p>Key Regional Stakeholders     <input checked="" type="checkbox"/></p>
--	--

To Apply:

Please send your CV and a cover letter introducing yourself to:

[michael.cake@basketballwa.asn.au](mailto:michael.cake@basketballwa.asn.au).

Applications due Monday 21 March 2022.

For more information, please contact Michael Cake on 0438 201 071.