



POSITION DESCRIPTION

TITLE : OFFICIALS APPOINTMENT OFFICER
LOCATION : Bendat Basketball Centre, Floreat, WA.
REPORTS TO : Officials and Pathways Manager
TERM : Part Time (0.6 FTE) Initial 12 month contract

Purpose of the Role

- Provide a solution for existing competitions, schools and local governments to obtain qualified officials suitable for the purpose of the event and the competition.
- Centralise and standardise the allocation of officials.
- Support the Officials and Pathways Manager in working with Associations to retain, support, recruit and grow officials across Western Australia.

Now is a great time to consider a career in one of Western Australia's biggest and fastest growing Sports. Basketball WA has a vision to improve the lives of Western Australians through Basketball and it is an exciting time to be involved in a sport that continues to grow and have a positive impact in our community.

Basketball WA is seeking an Officials Appointment Officer with strong relationship management skills who will continue to develop and introduce relationships with affiliated Associations, schools, universities and organisations by providing them with a resource to support their need for officials to participate as they require. Through this position Basketball WA will have the opportunity to improve, innovate and support ongoing internal and external requirements for officials appointments. Basketball WA is committed to retain, support, recruit, grow and provide opportunities for officials via the Basketball WA accreditation and officiating pathways.

The Officials Appointment Officer will assist with onboarding of officials and maintaining up to date and accurate records. Basketball WA is seeking someone with strong organisational skills, with the ability to work efficiently in their support of the Officials and Pathways Manager.

SUMMARY OF ROLE/KEY AREAS OF RESPONSIBILITY

- Work with stakeholders to organise referees for external existing competitions
- To sufficiently meet the demand for referees in existing competitions run by BWA
- Onboarding of Officials
- Logistical support for management of NBL1 West Referees such as booking of flights and accommodation.
- Strengthen and maintain relationships between Basketball WA and Member Associations

- Provide Member Associations and stakeholders ongoing support regarding referee supply for competitions
- Identify, build and manage partnerships with key stakeholders.
- Maintain up to date records including compliance with Working With Children Check requirements, and all relevant databases.
- Adhere to and comply with Basketball WA Policies and Procedures.

Knowledge, abilities and skills required (Competencies/Selection Criteria)

- Proficiency in all Microsoft Office Programs
- High level of organisation and time management skills
- Ability to elicit cooperation from and work with a diverse group.
- Ability to prepare quality and accurate written communication, correspondence and reports.
- Demonstrated ability to work with and protect confidential information.
- Strong attention to detail and accuracy in performing work.
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Ability to work independently and as part of a broader team.
- Preparedness to be flexible in respect to work hours.

Desirable

- A current "C" class WA Driver's licence.
- An understanding of the referee landscape inside the sport in WA.
- Previous sporting administration experience
- Experience with software such as Refbook