



POSITION DESCRIPTION

TITLE : HIGH PERFORMANCE ADMINISTRATOR

LOCATION : Bendat Basketball Centre, Floreat, WA.

REPORTS TO : High Performance Manager

TYPE: Permanent Part-time 0.8, with flexibility of days/hours

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

To administer and assist in the organisation and implementation of all Basketball WA High Performance and Development and Touring Programs, which include:

- State Performance Program (SPP)
- State Teams and National Wheelchair Basketball League program
- Development and Touring Teams

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.

Our values help us to drive our performance by defining our culture.

Fun and Enjoyable
Agile and Innovative
Accessible and Inclusive
Well Governed and Accountable
Become the Best you can be

Basketball WA is seeking a Administrator with exceptional organisational skills, the ability to work with databases and systems and strong financial acumen. This is an exciting position with diversity in duties, and we are looking for a reliable and enthusiastic individual who works well within a team environment.

This role works closely with our High Performance programs and is entering the team at an exciting time with the Under 16 Nationals due to be hosted in Perth in coming months.

Basketball WA is seeking someone with strong customer service background, and a desire to assist Basketball WA in their vision to improve the lives of Western Australians through Basketball.

Basketball WA respects, welcomes and supports Aboriginal people and is placing a strong focus on creating a positive and inclusive environment for all individuals within our basketball community to work and succeed.

SUMMARY OF ROLE

- Administer and assist in all WA High Performance, Development and State Team and Southern Cross Programs.
- Financial Management (budgeting, reporting and acquittal) for areas of responsibility.

SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- Financially manage the programs including processing of all accounts, invoices, purchase orders and budgeting
- Administer a variety of components to the SPP program including but not limited to;
 - All SportsTG and PlayHQ trial and program registration and payment information (including trial lists for coaches)
 - Communication and updates to SPP athletes/parents (exemptions etc..)
 - Collection and collation of relevant forms and agreements for SPP.
- Administer all components of BWA Southern Cross and State Team Programs including but not limited to;
 - Southern Cross & State Teams SportsTG and PlayHQ, trial and program registration and payment information (including trial lists for coaches)
 - Work with our selected travel agent to book all travel and accommodation for all teams touring.
 - Work with Basketball Australia and other stakeholders to ensure we meet all the criteria and provide information as they need for us to attend tournaments.
 - Budget and handle all financial matters for all teams touring.
 - Organise and keep stock of all First aid kits and Managers materials.
 - Communication to all volunteers and athletes/families involved.
- Administer all aspects of BWA High Performance and State Team uniforms and merchandise including;
 - Work with approved suppliers to assist and manage stock of all uniforms and clothing in relation to High-Performance Programs and State Teams
 - Field all queries regarding uniforms and merchandise from relevant stakeholders.
 - Ensure all athletes and volunteers receive their uniforms and apparel.

Miscellaneous

- Other duties as directed by the BWA Deputy CEO and High-Performance Manager from time to time.

Knowledge, abilities and skills required (Competencies)

Qualifications Desired/Required

- Tertiary qualification in Sports Management/Administration (desired)

Experience Desired/Required

- Sports administration experience (desired)
- Ability to communicate effectively at all levels, possess an affinity in working with volunteers in a "not for profit" environment. (required)

Key Competencies

- *Administration* – High level administration skills and computer literacy in Microsoft Word, Outlook, PowerPoint and Excel.
- *Financial Planning* – Ability to set and work within financial budgets.
- *Commitment* – Willingness to work with volunteers, including at times, working irregular hours.
- *Unsupervised* – Motivation and ability to work with limited supervision.
- *Interpersonal Skills* – Excellent interpersonal skills resolving issues at the point of origin and facilitating efficient and productive relationships both internal and external to the organisation.
- *Communication Skills* – Demonstrated excellent written and verbal communication skills across a broad range of staff, association officials, community, national/international sporting/recreational industry bodies and volunteers. Able to effectively communicate at all levels to enhance the positioning of the organisation.
- *Flexibility* – Flexibility to assist and interact with a wide range of people.
- *Project Management Skills* – Ability to prioritise tasks to meet daily, weekly, monthly and annual targets and organisational skills to arrange, develop and achieve outcomes within resource constraints.
- *Personal* – Honest, reliable, and disciplined. Meticulous in presentation of work with particular attention to detail. A solution orientated problem solver with a proactive approach and proven initiative.

Working Relationships (Internal and external interactions)

Internal

CEO	<input checked="" type="checkbox"/>
Deputy CEO	<input checked="" type="checkbox"/>
BWA HP Manager	<input checked="" type="checkbox"/>
BWA Employees	<input checked="" type="checkbox"/>

External

External Agencies	<input checked="" type="checkbox"/>
BWA Stakeholders	<input checked="" type="checkbox"/>
Basketball Australia	<input checked="" type="checkbox"/>
Other Basketball Associations	<input checked="" type="checkbox"/>
WAIS and Regional Academies of Sport	<input checked="" type="checkbox"/>