

POSITION DESCRIPTION

TITLE: MEMBER PROTECTION & INTEGRITY OFFICER (MPIO)

LOCATION: WA Basketball Centre, Floreat, WA.

REPORTS TO: Association Development Manager

Purpose of the Role

- Assist Basketball WA Member Associations to develop and thrive in the community.
- Develop and provide best practice examples and support to Associations on Integrity matters, Governance, Constitutions, Complaints Management and Tribunals.
- Mitigating risks relating to gambling and match-fixing, anti-doping, illicit drug use, member protection and child safeguarding within the sport.
- Support the capability and capacity of those managing the game of Basketball in Western Australia.

SUMMARY OF ROLE/KEY AREAS OF RESPONSIBILITY

- Strengthen and maintain relationships between Basketball WA and Member Associations
- Improve self-management of Member Associations through provision of training and development opportunities
- Provide input into the achievement of KPIs related to the Basketball WA, Strategic Plan.
- Provide Member Protection information and guidance on complaints procedures.
- Provide support where required and work with the Basketball WA, Competitions Team in the management of tribunals and complaints.
- Works closely with Basketball Australia Integrity Unit in day-to-day management of the National Integrity Framework (NIF).
- Day-to-day management of state and local level issues arising under the NIF, may include education, prevention, monitoring, intelligence and investigations. The role will have a focus on mitigating risks relating to gambling and match-fixing, anti-doping, illicit drug use, member protection and child safeguarding within the sport.
- Respond appropriately to all reports and complaints, including potential allegations of historical abuse or harm within a basketball environment, which may involve responding to child abuse or making reports to child protection agencies.
- Take proactive steps to safeguard all participants in the sport and ensure that appropriate support and welfare mechanisms are in place and made available to complainants, respondents and other affected parties.
- Preparation of correspondence and documents where relevant including presentations, briefing papers and other correspondence as required.
- Maintenance of records in relation to complaints.
- Contribute to the development of Basketball WA budgets, operational plans and calendar of events.
- Adhere to and comply with Basketball WA Policies and Procedures.

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

- Commitment to Basketball WA's values & behaviours.
- Solution orientated problem solver with proactive approach and proven initiative.
- High level communication skills, including the ability to speak and present in public.
- Ability to prepare quality and accurate written communication, correspondence and reports.
- Demonstrated ability to work with and protect confidential information.
- Understanding of good governance, and experience in either working with sport clubs and/or associations or experience in complaint handling and investigations.
- Demonstrated knowledge of compliance requirements.
- Bachelor's degree in Sports Management, Law, or a related field is desirable.
- Previous experience in Tribunals and/or mediation processes.
- Strong attention to detail and accuracy in performing work.
- Ability to work independently and as part of a broader team.
- Preparedness to be flexible in respect to work hours.
- An understanding of the sport landscape in WA.