
Position Title: Technical Officials Administration Officer

Location: Bendat Basketball Centre (Perth, WA)
Entity: Basketball WA (BWA)
Department: Competitions
Reports to: Head of Technical Officials
Direct Reports: Nil.

Primary Purpose:

The Technical Officials Administration Officer supports the delivery of officials inside Basketball WA *Competitions* and is responsible for:

- Assisting the Head of Technical Officials with delivering Basketball WA's competitions and external competitions as it relates to Technical Officials.
- Establishing, building, and maintaining relationships with Basketball WA affiliated associations officials' departments to enhance the administration of Technical Officials.
- Supporting the Head of Technical Officials with the implementation of Technical Official development across Western Australia.
- Assisting the Head of Technical Officials to achieve KPI's outlined in Basketball WA's Strategic Plan.

The Technical Officials Administration Officer is responsible for the day-to-day management of Technical Officials in Basketball WA competitions. The Technical Officials team is accountable for the overall management of Technical Officials, to ensure the growth and development of Technical Officials to drive 'best in class' outcomes for Basketball WA and Associations. The Technical Officials Admin Officer will be at the forefront of Basketball WA's competitions and will provide support to the Head of Technical Officials.

Summary of Role / Key Areas of Responsibility

- Manage the Technical Officials rostering for competitions as directed by the Head of Technical Officials.
- Assist in the implementation of outlined strategies to recruit and retain Technical Officials at all levels across Western Australia.
- Assist in facilitating networking events and projects to engage officials.
- Implement systems to ensure compliance by all accredited Technical Officials.
- Assist the Head of Technical Officials to achieve KPI's outlined in BWA's Strategic Plan.
- Develop strong relationships with key stakeholders (including affiliated associations).
- Assist in the delivery of Technical Officials courses across the state.
- Provide leadership, advice and support to associations, officials and members.
- Implement strategies set by the Head of Technical Officials to enhance the Technical Officials culture.
- Set the cultural benchmark towards technical officials for coaches, parents and spectators.
- Work closely with specific working groups as outlined by Basketball WA.
- Coordinate the Technical Officials merchandise for Basketball WA.
- Maintain the course presenter's database and allocate presenters for courses as required.
- Provide technical officials to internal and external competitions on an ad-hoc basis as directed by the Head of Technical Officials.
- Manage course bookings, payments, signoffs and databases.

Position Description



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- Work with the Head of Technical Officials to plan courses as required throughout WA.
 - Maintain officials' pathways and ensure curriculum is in-line with national standards and guidelines.

Knowledge, abilities and skills required

The Technical Officials Administration Officer requires the following:

Essential

- Police Clearance.
- Western Australian Working with Children's Check.
- Drivers Licence.
- Highly developed interpersonal, written and verbal communication skills.
- Meticulous in presentation of work with particular attention to detail.
- Well organised with excellent time management skills.
- Ability to manage casual employees.
- Ability to develop effective processes to improve the delivery of work and efficiency.
- Ability to manage multiple projects simultaneously.
- Proficient in the use of Microsoft Word, Excel, Outlook and PowerPoint.
- Prepared to work as an integral part of a professional and dedicated team, with the ability to work autonomously.

Desirable

- Relative training courses related to Sports.
- Experience within or strong knowledge of Technical Officials roles.
- Knowledge of officials' platforms (e.g. Refbook).

Acceptance of Job Description

This Position Description accurately describes the current role and has been explained to the incumbent.

Basketball WA:

Employee:

Insert Reporting Manager Name

CEO, Basketball WA

Insert Employee Name

Technical Officials Administration Officer,
Basketball WA