



Position Description

POSITION TITLE: Competition Coordinator

DEPARTMENT: Events

REPORTS TO: Business Operations Manager

DIRECT REPORTS: Nil

LOCATION: NSW Touch Association, Canterbury Velodrome Bayview Avenue Earlwood.

PRIMARY OBJECTIVE: The position will provide professional coordination, management and operations for all New South Wales Touch Football Representative Events and corporate competitions. This role is pivotal in ensuring the smooth and professional delivery of these competitions for the membership and stakeholders.

| Key Result Area | Major Activities | Performance Measure |
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| 1. Roles & Responsibilities | <ul style="list-style-type: none"> a) Coordinate the NSWTA Representative Events competitions. b) Coordinate the Event Team in effective c) planning and delivery of administration and d) operational logistics e) Coordination of Event Day operations team including reporting, resourcing and appointments. f) Coordinate of compliance matters relating to Competitions conditions, rules and guidelines. g) Coordination of all Event day operations for the staff, volunteers, interns and officials on all representative events. h) Planning of all sport requirements for NSWTA major events including the State Cup, Vawdon Cup, Country Championships, Junior State Cup North and South Conferences and Final, Junior | <p>Successful delivery of NSWTA competitions and operations</p> <p>Successful delivery of NSWTA Major events</p> <p>Tasks completed within agreed timeframes</p> <p>Creation of Communication strategy with Affiliates/Regions and other Stakeholders</p> |





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| | <p>Regionals, State of Origin and other representative competitions.</p> <ul style="list-style-type: none"> i) Direct and effective communication with Affiliates/Regions, LGAs, vendors, suppliers and stakeholders. j) Coordinate the successful delivery of all NSW major tournaments and State of Origin. (assist when held outside NSW) k) Coordinate the evaluation and review process of competition conditions, rules and guidelines. l) Coordinate the evaluation and review process of participants at NSWTA Events. m) Engagement with NSWTA tender holders on event/venue related issues. n) Coordination of NSWTA Volunteer/event intern delivery for events and their training. | <p>High participant satisfaction rating from all NSWTA events.</p> |
| 2. Building and maintaining key relationships | <ul style="list-style-type: none"> a. Partner and collaborate with peers to leverage existing programs and present an integrated approach, profile and brand. b. Build rapport with existing connections to maintain networks internally and externally. c. Liaise with key venue/tender stakeholders to facilitate their engagement, redevelopment and compliance activities. | <p>Maintains, fosters and leverages key internal and external relationships</p> |
| 3. Representative | <ul style="list-style-type: none"> a. Represent the NSWTA at all times internally and externally to promote a positive profile, brand awareness and perception of Touch Football within the community. | <p>Public awareness and perception as one unified brand</p> |
| 4. Corporate Governance & Compliance | <ul style="list-style-type: none"> a. Coordinate and communicate with venue/tender holders to ensure policy and planning compliance for NSWTA Venues. b. Adhere to existing policies and processes to ensure adequate governance and compliance with organization standards and regulations. | <p>Compliance with the NSWTA Policies are ensured.</p> <p>The whole of Event values are upheld</p> |
| 5. General Duties | <ul style="list-style-type: none"> a. Contribute to the NSWTA Strategic Plan b. Represent NSWTA on various committees as directed by the General Manager and/or Business Operations Manager; c. Manage the delivery of all NSWTA major tournaments. | <p>Successful achievement of Strategic Plan objectives</p> |



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| | <ul style="list-style-type: none"> d. Under the supervision of the Business Operations Manager deliver a consistent model to enhance growth in the sport. e. Manage any correspondence/communication relevant to areas of control for and on behalf of NSWTA; f. Any other duties as required by the Business Operations Manager or General Manager; | |
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| Key Challenges | Key Decision Making Authority |
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| <p>Managing relationships with NSWTA Affiliates/Regions.</p> <p>Managing relationships with our Event day operations team in delivering competition excellence.</p> <p>Manage relationships with other stakeholders.</p> <p>Ensure continued growth in NSWTA Events.</p> | <p>With the Business Operations Manager, manage budget expenditure on Event Day Operations team and related competition activities.</p> <hr/> <p>Position Dimensions</p> <ul style="list-style-type: none"> Expenditure: NIL Staff Reporting Directly: Nil Staff Reporting Indirectly: In line with event day operations |
| Key Communications | |
| Internal | External |
| <p>NSWTA Board</p> <p>NSWTA Technical Panels</p> <p>NSWTA Staff</p> | <p>NSWTA Affiliates and Regions</p> <p>Touch Football Australia</p> <p>Event Partners</p> <p>NSWTA Partners</p> <p>Event Day Operations team (volunteers)</p> <p>Councils/Venue Management/Venue Operations staff.</p> |



Qualifications/Desirable Skills

- Relevant tertiary qualifications combined with at least 2-3 years of sporting industry experience
- Demonstrated ability to work in an office as well as a dynamic outdoor environment.
- Experience in program development and project, people and budgetary management
- Demonstrated leadership skills
- Communication skills to network and build effective relationships with stakeholders.
- Proven ability to effectively operate within a team environment to achieve project outcomes;
- Proficient administration background with computer skills including Microsoft Office and CRM software
- Excellent organisational and administrative skills.
- Demonstrated ability to negotiate, consult and advise on aspects of operations within a sport related sphere;
- Demonstrated ability to plan and manage projects within budget and time constraints;
- Demonstrated ability to manage and coordinate staff and volunteers;
- Driver's license



| Employment Conditions |
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| <ul style="list-style-type: none"> • Remuneration will be relevant to experience in the range from \$55,000pa to \$60,000pa. • Employer’s contributions to Superannuation. • Hours of work – Ordinary Hours of Work shall be 38 hours per week, performed between Monday and Friday, plus reasonable additional hours required to fulfil the requirements of the job. Weekend and after-hours work is required in the delivery of the NSWTA Events. A generous Leave/RDO package is provided to offset this. • 5 weeks annual leave plus 16 Rostered Days Off. <p>Note: This is a fulltime position. However due to the impact of COVID-19 all roles within the organisation are working reduced hours. Currently this role is working 4 days with a 20% reduction in salary. It is envisaged this will be in place until September but is regularly reviewed by the Board.</p> |
| Work Health and Safety |
| <ul style="list-style-type: none"> • Take reasonable care for the health and safety of yourself and all employees’ while at work. • Acknowledge and understand NSWTA OHS policy and processes in the workplace at all times. |

| Competency and Definition | Level | Behavioral Indicators |
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| <p>Decision Making: Makes timely decisions, takes bold, decisive action or makes commitments, despite risks, conflict or uncertainty, after considering available courses of action and the needs and values of others.</p> | Proficient | <ul style="list-style-type: none"> • Supports others by providing timely and accurate information in the decision-making process • Endeavors to understand the rationale behind decisions taken • Is able to explain the rationale of own decisions to others • Does not make assumptions without first trying to understand the facts • Fully understands policies and procedures related to decision making • Becoming aware of the decision-making points and processes, knows when to push up a decision |
| <p>Planning & Management: Establishes plans of action, including risk mitigation and communication strategies, to effectively ensure achievement of results/project objectives. Demonstrates strong</p> | Proficient | <ul style="list-style-type: none"> • Partners with others of diverse perspectives to deliver a significantly better result/outcomes; does not work in isolation; shares ideas and keeps others up to date • Understands impact of own work or behavior on colleagues /other areas of the organisation |



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| <p>communication and organisational skills, and a commitment to corporate governance to balance conflicting priorities and manage resources.</p> | | <ul style="list-style-type: none"> • Helps peers accomplish their commitments when own work is done • Takes initiative to discuss controversial issues with internal and external leaders • Builds productive and co-operative team working relationships with colleagues • Encourages and actively seeks the views of others on ways to approach tasks / resolve problems; respects views that are different from own • Regularly seeks feedback on performance; accepts feedback on own performance |
| <p>Resources & Budget Management: Monitors and tracks budget planning and forecasting information, ensuring consistent practice across NSWTA.</p> | <p>Proficient</p> | <ul style="list-style-type: none"> • Demonstrates an understanding of the importance of planning/organising key NSWTA activities and the role corporate governance plays • Utilises effective record/project management systems to document and record information • Takes responsibility for prioritising and completing assigned tasks • Works towards achieving agreed deadlines/outcomes, seeking support from colleagues in advance where necessary • Manages own time effectively |
| <p>Communication: Effectively communicates to promote understanding and support informed debate with internal colleagues and external stakeholders. Structures the message to suit the audience and situation.</p> | <p>Proficient</p> | <ul style="list-style-type: none"> • Conveys complex information in a clear, effective and structured manner • Recognises non-verbal cues; probes and asks questions to draw out others' unexpressed needs • Determines appropriate internal and external audiences and defines the appropriate channels for communication • Identifies audience needs and structures messages appropriately, confidently presenting to a wide variety of audiences • Adapts and improves existing communication practices |
| <p>Relationship Building / Networking: Establishes rapport with people easily, developing and maintaining</p> | <p>Proficient</p> | <ul style="list-style-type: none"> • Ensures that NSWTA understands and is responsive to the needs, concerns and perspectives of key stakeholder groups (e.g. Affiliates/Regions, State Leagues, general public) |



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| <p>a network of contacts who can provide information, help and access to others.</p> | | <ul style="list-style-type: none"> • Uses different behaviours as necessary to achieve desired outcomes • Works to understand where key players stand on particular issues • Takes action to improve the relationships between others, especially key individuals, to enhance effective working relationships needed to achieve smooth interdepartmental workflow and accomplishment of desired business outcomes • Identifies key players whose support will be needed to get ideas/projects approved and implemented effectively |
| <p>Initiative & Ownership: Effectively leads oneself and others in order to inspire sustained, superior performance. Displays confidence and professionalism in undertaking tasks. Is motivated to develop new skills.</p> | <p>Proficient</p> | <ul style="list-style-type: none"> • Anticipates situational needs and takes appropriate action • Promotes a climate of continuous learning; supports others to draw out and share learning points from their experiences • Understands and adjusts project/work tasks relative to team member talents, to address project challenges and support individual development • Reviews performance of others and modifies task allocation, resources and supervision accordingly • Supports others to identify and understand their skill gaps and identifies actions to improve performance • Identifies and manages behaviors/actions which are at odds with or which exemplify professional conduct, escalates as necessary |
| <p>Creativity & Adaptability: Identifies the need for change and develops new ideas and solutions. Encourages and supports innovation and gains the commitment of others. Reacts positively and with enthusiasm to change and improvement.</p> | <p>Proficient</p> | <ul style="list-style-type: none"> • Actively looks to improve processes and work without compromising quality • Challenges traditional thinking; willing to take risks and explore ideas • Supports and encourages the generation of new ideas from others • Provides the enthusiasm and drive to identify and exploit change opportunities as new and innovative ways to meet stakeholder needs |



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| | | <ul style="list-style-type: none"> Actively supports how others adapt to change; able to explain and support rationale behind change |
| <p>Collaboration & Teamwork: Willingly cooperates and works collaboratively with internal colleagues and external stakeholders in order to accomplish organisational / team / project objectives. Creates an environment where colleagues can learn from one another and add value to the work of others in a respectful way.</p> | Proficient | <ul style="list-style-type: none"> Demonstrates awareness of how own role impacts the functioning of own team Recognises how the role and functioning of own area of work relates to that of other teams and the NSWTA as an organisation Seeks to build constructive relationships with NSWTA colleagues across the organisation Shows an understanding of the importance of collaboration to the work of the NSWTA Works constructively and supportively as a team member |
| <p>Analytical Thinking: Builds a logical approach to systematically address problems or opportunities. Uses own knowledge and experience base but also draws on additional references and resources to test outcomes and/or supplement own knowledge.</p> | Proficient | <ul style="list-style-type: none"> Anticipates potential obstacles and develops contingency plans to mitigate/overcome them Employs evidence driven approaches to reach decisions which impact team/organisation Applies a variety of analytical techniques to understand and solve problems; analyzing links between multiple parts of a problem or situation Identifies and understands the interrelationships between data, information and/or external environmental factors Actively seeks input from internal colleagues/ key external stakeholders who have differing views on issues, to inform thinking and increase individual knowledge |

Applications: Must include a cover page, CV, referees and must be sent to kylie.hearne@nswtouch.com.au by 5pm Wednesday 1st July 2020.

For any questions in relation to this position please contact;
NSW Touch Football Business Operations Manager Kylie Hearne 0420 990 395 or via the email above.