



EDJBA Competition Administrator Position Description

Position Name	Competition Administrator	Class	Salaried Staff
Position Type	Full Time Salaried Position – 38 Hours per week, 52 weeks per year inc. Annual Leave		
Reports To	Operations Manager		
Purpose	Providing competition support for all association activities in accordance with the associations values and policies		
Key Responsibilities	<ul style="list-style-type: none"> • Production & delivery of fixtures • In conjunction with the Operations Manager: <ul style="list-style-type: none"> ○ Assist with Club GameDay support (50% games) ○ Assist with the Grading process • PlayHQ Administration • Club communication • In conjunction with the Administration Officer: <ul style="list-style-type: none"> ○ Player eligibility / qualification ○ Accuracy of ladders • Review, improve and document operational processes • Maintain a thorough data management process 		
Qualifications, Experience & Attributes	<ul style="list-style-type: none"> • Experience in basketball competition administration • Strong administration skills • Very good knowledge of Microsoft Word and Outlook, excellent Excel skills • Experience in PlayHQ competition management • Excellent attention to detail • Highly motivated with the ability to be self-motivated, responsive in an environment with time pressures and multiple priorities • Knowledge of EDJBA (desirable) 		
Appointment terms – Position Type	<ul style="list-style-type: none"> • Full time 38 hrs per week (subject to annual review) at a rate to be determined plus Superannuation (10.5% SGC) • Annual Leave – 20 days • Personal/Carer Leave entitlements – 10 days <p>This is a permanent role with a six-month probationary period from the date of appointment, with two reviews during this period.</p>		
Special Conditions	In line with typical Sports Management/Administration positions, the role will require weekend and night-time work as needed and therefore flexible working hours are required.		