



EDJBA Administration Officer Position Description

Position Name	Administration Officer	Class	Salaried Staff
Position Type	Part Time Salaried Position – Average 20 Hours per week		
Reports To	Operations Manager		
Purpose	Providing competition and administration support for all association activities in accordance with the associations values and policies		
Key Responsibilities	<ul style="list-style-type: none"> • Monitoring fill in players and identifying ineligible players • Managing competition special permission requests, in conjunction with Operations Manager • Ensuring accuracy of ladders, including making ladder adjustments as required by By Laws • Collating and preparing qualified player information for finals and assist with final as needed • Assist with the grading process • Assist with club game day support • Assist with fixtures production • PlayHQ Administration • Club communication • Review, improve and document operational processes 		
Qualifications, Experience & Attributes	<ul style="list-style-type: none"> • Strong administration skills • Very good knowledge of Microsoft Word and Outlook, excellent Excel skills • Excellent attention to detail • Highly motivated with the ability to be self-motivated, responsive in an environment with time pressures and multiple priorities • Ability to work with volunteers and staff • Experience in PlayHQ competition management (desirable) • Experience in basketball competition administration (desirable) • Knowledge of EDJBA (desirable) 		
Appointment terms – Position Type	<ul style="list-style-type: none"> • Part time average 20 hours per week (subject to annual review) at a rate to be determined plus Superannuation (10.5% SGC) • Annual Leave – 20 days pro rata. Minimum 12 days annual leave to be taken during Christmas / January period • Personal/Carer Leave entitlements – 10 days pro rata <p>This is a permanent role with a six-month probationary period from the date of appointment, with at least one review during this period.</p>		
Special Conditions	In line with typical Sports Administration positions, the role will require weekend and night-time work as needed and therefore flexible working hours are required.		