



## Competition Administrator Position Description

<b>Position Name</b>	<b>Competition Administrator</b>	<b>Class</b>	<b>Salaried Staff</b>
<b>Position Type</b>	<b>Full Time Salaried Position – 38 Hours per week, 52 weeks per year inc. Annual Leave</b>		
<b>Reports To</b>	<b>Operations Manager</b>		
<b>Responsible For</b>	Providing competition support for all association activities in accordance with the associations values and policies.		
<b>Functional Allocation</b>	<p><b>The following are required for performance of this role:</b></p> <ul style="list-style-type: none"> <li>• Responsible for operations of the EDJBA competition including but not limited to pre-grading, grading, home and away fixture, finals and post finals</li> <li>• Data Management <ul style="list-style-type: none"> <li>○ Ensuring uploads of games and uploads of results are done in a timely manner (Saturdays)</li> <li>○ Being available on Saturdays to resolve any game day issues</li> <li>○ Production &amp; delivery of fixtures</li> <li>○ Preparation of form templates</li> </ul> </li> <li>• Liaison between EDJBA and member clubs to ensure compliance with EDJBA rules and bylaws and other governing bodies as required</li> <li>• Website and social media updating</li> <li>• Annual venue safety inspections</li> <li>• Maintaining a thorough data management process</li> <li>• Organising Basketball Tribunals, including statements, witnesses, notifying tribunal members, notifying persons of dates, times and venue for Tribunal. Communicating the result of the Tribunal.</li> <li>• Competently using PlayHQ</li> <li>• Must be able to work Saturdays and some Sundays</li> </ul> <p>In line with typical Sports Management/Administration positions, an understanding that the role <b><i>will require weekend and night time work as needed and therefore flexible working hours</i></b> is required from the EDJBA Competition Administrator.</p> <p>The position requires work to be undertaken from the EDJBA Head Office and to be a point of contact for member clubs.</p>		



**Qualifications & Experience**

- Experience in basketball competition administration
- Experience with PlayHQ competition management
- Experience in volunteer organisations
- Sound working knowledge of Microsoft Office products, specifically Excel, Word and Outlook
- Knowledge of EDJBA (desirable)

**Appointment terms - Position Type**

- Full time 38 hrs per week (subject to annual review) at a rate to be determined plus Superannuation (10.0% SGC)
- Leave loading of 17.5%
- Annual Leave - 20 days
- Personal/Carer Leave entitlements - 10 days

**Appointment Terms**

This is a permanent role with a six month probationary period from the date of appointment, with two reviews during this period.

