

Position Description

November 2023

Position Title	Competitions and Events Officer
Location	Netball Central, Sydney Olympic Park, NSW 2127
Department	Community & Pathways
Reporting to	Competitions Lead
Employment	Fixed Term (12 months) - Part-Time (30 hrs per week)
Direct Reports	Nil

NETBALL NSW OVERVIEW

Netball NSW is a not-for-profit organisation, governed by a Board of Directors and managed by professional staff. Netball NSW is the peak state sporting organisation responsible for the governance, development, promotion and administration of netball throughout New South Wales and is a member organisation of Netball Australia.

Netball NSW provides the framework for approximately 115,000 registered members and over 150,000 total participants to enjoy netball at all levels throughout New South Wales. Our sport continues to grow both on and off the court and much of this success can be attributed to the wide range of programs, facilities and services Netball NSW offers to its members and participants - from the grassroots level through to the elite, professional level.

Netball NSW has a proud history of elite netball teams and athletes' performances in national and international competition. Over 300 athletes have proudly represented NSW in elite competition since the inception of the national netball league in 1997 and then the ANZ Championship. 2017 saw the introduction of the Suncorp Super Netball, the top Australian domestic competition which includes two NSW elite teams, the NSW Swifts and GIANTS Netball.

Suncorp Super Netball

Suncorp Super Netball began a new chapter in Australian Netball history in 2017. It also provided the platform for the introduction of GIANTS Netball to the national competition, joining the NSW Swifts.

Both NSW Suncorp Super Netball teams are owned and operated by Netball NSW with GIANTS Netball in a strategic alliance with GWS GIANTS AFL.

The ownership of two Suncorp Super Netball teams is a strategic position of Netball NSW to provide more opportunities for its registered Members in NSW, including: to represent their State and club at Netball's highest domestic level; and provide opportunities for fans and members to watch the world's best netballers live in action.

Both GIANTS Netball and NSW Swifts remain committed to being strong role models for young netballers around NSW, Australia and the world, and for representing their teams to the best of their ability. The clubs strive to be a competitive force in every year of the league and compete for the Suncorp Super Netball title.

Our Vision:

Netball is NSW's leading sport of choice and opportunity.

Our Purpose:

Lead and support our Netball community to grow and thrive.

Our Values & Behaviours:

- **WELCOMING:** We are an inclusive community for everyone.
- **ONE TEAM:** We respect and value each other.
- **BEST ALWAYS:** We aspire to excellence.
- **INTEGRITY:** We play fair and take ownership of our actions.
- **FUN:** We love what we do.

PURPOSE OF THE POSITION

To assist with the administration and delivery of competitions managed and endorsed by Netball NSW.

KEY RESPONSIBILITIES

Accountabilities	Overview of Tasks
Operations	<ul style="list-style-type: none"> • Assist in the formulation, planning and delivery of all Netball NSW Representative Competitions, working with the competitions team to ensure a high standard of competition and community engagement. • Assist in the development and coordination of special events, finals, presentations and award ceremonies • Become familiar with the Netball NSW membership and registration platform, PlayHQ. • Prepare competition documentation for Netball Central based competitions, including scoresheets and managing player participation records • Assist in the planning and coordination of the Netball NSW tournament style competitions, including Junior, Senior and Masters State Titles, Social Masters, Regional League and Regional State Cup. • Supervise the Metro League/ Summer Series Competition on a minimum of 2 nights per week during the season. • Act as an on-site Manager/Competitions Manager at off-site Competitions such as Junior, Senior and Masters State Titles and Social Masters. • Manage the Competitions pages of the Netball NSW website • Build relationships and liaise with Netball NSW Departments as required.

Accountabilities	Overview of Tasks
	<ul style="list-style-type: none"> Other duties as required to support the Competitions Team delivering all Netball NSW Competitions in a timely and efficient manner.
General	<ul style="list-style-type: none"> Abide by, promote and actively enforce Netball NSW policies. Actively participate and be part of the Netball NSW Team, where applicable. Any other duties as requested by the Executive General Manager, Community & Pathways.

SELECTION CRITERIA

Candidates for the position will require a range of personal and professional skills including:

Qualifications and experience	<ul style="list-style-type: none"> Ability to implement initiatives and recognise opportunities for improvements. Current driver's license.
Knowledge and skills	<ul style="list-style-type: none"> Clear oral and written communication skills. Proficient computer skills covering word processing, presentation software, database skills and Microsoft Office. Proven ability to effectively plan and prioritise work and maximise the use of internal and external resources to achieve agreed results. Ability to resolve conflicts. An understanding of sporting culture and not for profit organisations, including working with a volunteer workforce. Demonstrated organisational and planning skills. Gain understanding of the operations and structure of Clubs/Associations.
Personal attributes	<ul style="list-style-type: none"> Professional and proactive attitude. Commitment to Netball NSW Values. Ability to work autonomously and within a team environment. Prepared to travel, as required, and acknowledge that flexible work hours may be required on various occasions, this may include evening and weekend work. Interpersonal / relationship skills Problem solving Customer focus Work Health and Safety Passionate and prepared to go above and beyond.
Working With Children Check (WWCC)	In accordance with Child Protection legislation candidates will be required to provide a Working With Children Check (WWCC) clearance number for verification by Netball NSW prior to employment. Selection of the successful candidate will be based upon the results of child protection screening and relevant reference checks.

EQUAL EMPLOYMENT OPPORTUNITY

Netball NSW is committed to providing equal employment opportunities. We encourage applications from people from diverse backgrounds including but not limited to, Aboriginal and Torres Strait Islander people; people from culturally diverse backgrounds; young people; older workers; people with disabilities; the LGBTQIA+ community; and other under-represented groups.

CHILD SAFE ORGANISATION

Please note: Netball NSW is committed to protecting Children from harm. We require all applicants that will work with children to undergo an extensive screening process prior to appointment. All candidates must have a valid Working with Children Check.

KEY PERFORMANCE INDICATORS

Netball NSW carries out performance appraisals, against pre-determined performance objectives on an annual basis.