

VENUE, EVENTS & COMPETITIONS MANAGER

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| Employer | Netball WA |
| Position Title | Venue, Events & Competitions Manager |
| Reports to | General Manager Community Netball |
| Department | Community Netball |
| Location | 200 State Netball Centre, Selby Street, Jolimont |
| Organisational Overview | <p>Netball WA is the governing body for the sport in Western Australia, incorporating the subsidiary entities of West Coast Fever Netball Club and Glass Jar Australia. Netball WA has a clear vision to be 'The sport of choice in Western Australia'.</p> <p>Underpinning this vision and our purpose of 'advancing netball, advancing communities', is a new 2018-2022 Strategic Plan which outlines key outcomes, goals and strategies across four pillars within Netball WA; People & Culture, Participation, Pathway & Business Performance.</p> |
| Position Overview | <p>The Venue, Events & Competitions Manager will provide leadership to ensure the effective management and overall performance of the State Netball Centre (SNC) as well as lead the delivery of Netball WA's community netball events.</p> <p>The role will be responsible for the management of venue operations including venue presentation, maintenance reporting, stakeholder management, the growth and sustainable development and success of programs and competitions, financial and budget management, maximisation of the facility and first-class customer service.</p> <p>The role will also lead the delivery of key Netball WA events and competitions including the revamped WA Netball League, Association Championships, Metro League, NAIDOC, Multicultural Carnivals and others along with supporting the West Coast Fever through their elite training needs.</p> <p>An ability to foster positive working relationships with affiliated bodies, Netball WA member associations and clubs, relevant stakeholders including the Town of Cambridge, VenuesWest and the Department of Local Government, Sport and Cultural Industries and internal staff and volunteers will be essential to the successful achievement of this position's objectives.</p> |
| Key Duties | <ul style="list-style-type: none"> • Coordinate Community Netball competitions and events and West Coast Fever's needs at the SNC, including Association Championships, WA Netball League (WANL), Australian Netball League (ANL) and Metro League; • Manage the activities of the events and competitions team, including coordination of competitions, events, programs and coordination of umpiring, volunteers and officials for these activities. |



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| | <ul style="list-style-type: none"> • Oversee venue operations and maintain Netball WA’s obligations under the Co-Management Agreement with VenuesWest; • Work in collaboration with both existing and new program providers, and seek to maximise venue utilisation and commercialisation using netball programs, events and competitions and those of other sports providers; • As required by the Executive Management and CEO, represent the organisation in the area of strategic facility development and event management to assist the sport in identifying best practice methodologies in advocating event and facility usage growth; and • At all times promote, uphold and advocate first class customer service practices ensuring Netball WA is positively placed as a market leader. • Responsibility for the management of logistics for sport specific and non-sport specific events and competitions, ensuring adherence to all relevant Netball WA and VenuesWest policies and procedures; • Comply with all Netball WA, VenuesWest, Town of Cambridge and WA Government specific risk management policies and procedures; • Oversee security of the State Netball Centre including access and allocation of keys and fobs, monitoring of CCTV and security systems and alarm response management; and • Management of all staff, volunteers and contractors of the centre and events; and • Ensure strict adherence to the management of OH&S requirements for all staff, contractors and visitors within the facility and/or for Netball WA events. |
| Criteria | Essential <ul style="list-style-type: none"> • Experience in Venue management • Experience in Competition/Event management • Able to demonstrate success in a leadership/management role of a small to medium sized organisation • Experience in driving and developing an organisational culture of continuous improvement • Demonstrated ability to manage departmental budgets • Preparedness to be flexible in respect to work hours • Commitment to Netball WA’s values & behaviours • High level communication skills • Ability to work independently and part of a broader team • Current Working with Children Check • A current “C” class WA Driver’s licence • Current First Aid Certificate |

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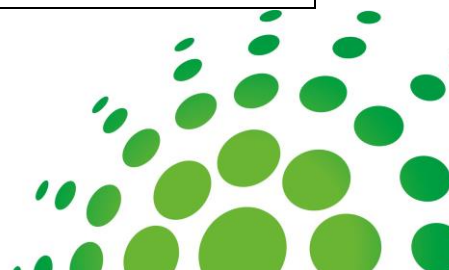
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| Key Interactions | Strategic <ul style="list-style-type: none"> • Chief Executive Officer • GM Community Netball • Netball WA Executive Managers, VenuesWest Operational: <ul style="list-style-type: none"> • Community Netball & Shared Services Departments • West Coast Fever Netball Club • Glass Jar Australia • NWA Associations and Clubs • Perth Netball Association • Town of Cambridge • Netball Australia • External State Sporting Associations • VenuesWest • Department of Local Government, Sport & Cultural Industries • School Sports WA, Associated Catholic Colleges • SEDA |
| Hours of work | This role is a full-time, maximum term for (3 years with possible extension) position working 37.5 hours per week. The nature of this position requires some out of hours and weekend work. |
| Salary/Benefits | A salary package of \$80,000-\$90,000 per annum plus 9.5% superannuation will be negotiated with the successful applicant dependent on level of experience. Netball WA offers a range of benefits to our staff that include: Free parking on site, tickets to West Coast Fever and other events, mobile phone plan cost reimbursement, access to Professional Development opportunities, Employee Wellness and Assistance Programs. |
| How to Apply | Applicants are asked to forward a current resume outlining their relevant experience and a covering letter addressing the i) role criteria and ii) motivation for your application via seek or e-mail to: <p style="text-align: center;">Srijana Baisyet, HR Coordinator, Netball WA hr@netballwa.com.au</p> |
| When do applications close? | Applications close at 5.00pm (AWST) on 30th November 2018 |
| Who do I contact if I have an enquiry? | In confidence to Liz Booth, General Manager Community Netball liz.booth@netballwa.com.au |

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