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JOB SPECIFICATION

1. Primary Purpose of the Position:

The Basketball Administration Manager (BAM) reports to the President of the STBA and is responsible for the efficient management and leadership of all basketball administration.

The BAM accountabilities of the role can be divided into the following broad categories:

- Office Administration
- Supervision of staff
- Maintenance of Records
- Communications
- Program administration and support

2. Key Accountabilities:

Key accountabilities of the Basketball Administration Manager (BAM) are as follows:

2.1 Office Administration

The BAM is responsible for the development, implementation and maintenance of office standards, policies and procedures, by laws and other protocols to promote the effectiveness of the Southern Tigers Basketball Association.

The BAM is the first point of contact with the community, Basketball Australia, Basketball SA, The Onkaparinga Council, State and Federal Governments and other alike groups and is expected to maintain high levels of communication and interaction with such groups.

The BAM works closely with the Executive of the STBA, in particular the President, Treasurer and Secretary in assisting them in satisfying their various requirements at law. The BAM may assist other members of the Committee in their areas of responsibility.

The BAM maintains an office environment with a responsibility for the receipt of membership fees, systems, layout, equipment procurement and maintenance, inventories, supplies and receivables verification. The office is at the Southern Tigers Basketball Stadium and is open to the community during agreed hours of operation.

2.2 Supervise Office Staff

The BAM assigns and monitors clerical and secretarial functions, including staff timesheets for paid personnel, and workhours sheets for volunteers. The BAM is



BASKETBALL ASSOCIATION

responsible for the recruitment, selection and supervision of all administration staff, including performance evaluations and mentoring.

2.3 Maintenance of records

The BAM is responsible for the design and maintenance of systems, including the STBA membership data base, personnel file management, and ensuring that they are maintained, secure, up to date and disposed of correctly according to retention schedules.

2.4 Manage STBA Communications

The BAM is 'front of house' for STBA and is responsible to manage all correspondence – mail, email and social media communication channels. In addition, there is a requirement to provide front office and telephone answering during agreed opening hours.

2.5 Program administration and support

The BAM is responsible for the day to day running of the STBA and in that role the following duties-

- Liaison with the BSA Stadium Manager;
- Liaison with the outside venue co-ordinators;
- Verification of outside court usage;
- Oversight of all STBA contracts, bonds, keys and insurance for the hire of courts;
- Management and supervision of any appointed competitions manager, office assistant or other determined role
- Oversight of the purchase of trophies for all competitions;
- Manage any tribunal hearing notifications
- Any other duties as required.

3. Skills & Abilities:

The Basketball Administration Manager should be a Leader and experienced in the area of sports administration preferably with a background in the basketball environment.

Key requirements will be to

- . Demonstrate Leadership skills
- . Demonstrate a high level of communication skills,
- . Possess an ability to work to a plan and timetable,
- . Manage direct reports,
- . Produce succinct monthly reports,
- . Work within strict budget guidelines
- . Meet key performance requirements

Salary: A salary package commensurate with qualifications and experience will be available.

Hours of Work: Salary inclusive of a minimum of 20 hours per week (with 0.5 hrs daily lunch break).



Annual Leave: 4 weeks per annum.

Location: Southern Tigers Basketball Association, 2 Sports Park Drive, States Road, Morphett Vale South Australia 5162

Tenure: This appointment is full-time. The position will be offered for the term of a contract, which will run on an annual basis from October of each calendar year. The fixed term of the contract will be for a period of up to 24 months, which will include regular reviews.

Period of Notice: 14 days.

4 Key Result Areas:

1. Office Administration:

- Design and implement office policies
- Establish and maintain high standards and procedures, bylaws and office protocols
- Control correspondence and maintain correspondence register
- Liaise with other agencies, organisations and community groups

Key Performance Indicator

Level of administration success and satisfaction.

2. Supervision of Staff:

- Assign and monitor clerical and secretarial functions, including staff and volunteer timesheets.
- Recruit, select and supervise staff, including performance evaluations and mentoring
- Provide induction, orientation and on the job training opportunities.

Key Performance Indicator

Level of administration success and staff satisfaction

3. Maintenance of records:

- Design filing systems, including personnel file management, ensuring that they are maintained, secure, and up to date
- Define procedures for record retention, ensure protection and security of files and records
- Ensure effective transfer and disposal of files and records, according to retention schedules and policies

Key Performance Indicator

Level of administration success

4. Communications:

- Front of house for STBA and manage all correspondence – mail, email and social media channels
- Provide front office and telephone answering during agreed opening hours.
- General enquires- liaise with appropriate departments and/or basketball programs

Key Performance Indicator

Level of Basketball Community satisfaction.



5. Program administration and support:

- Liaise with the BSA Stadium Manager;
- Liaise with the outside venue co-ordinators;
- Verification of outside court usage;
- Oversight of all STBA contracts, bonds, keys and insurance for the hire of courts;
- Management and supervision of any appointed competitions manager, office assistant or other determined role
- Oversight of the purchase of trophies for all competitions;
- Manage any tribunal hearing notifications
- Any other duties are required.

Key Performance Indicator

Level of Basketball Community satisfaction.