



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

SEPTEMBER 2022



Chief Executive Officer

Reports to:	Commission Chair Basketball SA (BSA) is the peak body for overseeing the sport and driving its future. The Commission acts as the Board of Basketball SA.
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Primary position purpose

The CEO will lead the strategic direction of BSA and lead and manage the association's business and resources in order to deliver a high quality experience for the basketball and business communities.

Basketball SA (BSA)

The vision is

- Be the sport of choice
- Have a united culture
- Embrace a diverse community

And to be recognised by our members, community and government, as the key promoter, developer and leader in the sport of basketball across SA.

The Commission has primary responsibility for the growth, sustainability and relevance of Basketball SA by guiding and monitoring its Strategic Plan. The CEO in conjunction with the Commission and Council, will be responsible for executing the objectives.

Key Result Areas (Primary Objectives)	Key (Job) Performance Indicators
1. Lead and manage the BSA business including setting priorities, delivering agreed strategy and developing and implementing operational plans through the effective and efficient management of finances, and effective communication and risk management.	<ul style="list-style-type: none"> • Strategic and operational policies, plans and budgets are designed and implemented successfully in line with BSA's vision and the Commission's direction. • Commission assess that new and aligned initiatives are successfully delivered. • Increase the value proposition of the sport. Grow the quality of the product as a whole.
2. Provide robust advice and comprehensive support to the Commission and relevant Committees on matters of strategy, leadership and governance and support the Commission with the information they need to govern the business.	<ul style="list-style-type: none"> • Commission assesses that the CEO contributes to and supports them in the development of strategy, leadership and governance of the association. • Membership Associations including Basketball Adelaide, SA Country, SA Church and other affiliated clubs, confirm that they received effective communication to service and grow their membership and are kept informed of material issues. • Appropriate stakeholder consultation is undertaken, including breadth of audience,

	inclusion of Membership Associations and Club Presidents, and that reasonable timing is provided for appropriate planning and change management to occur.
3. Be the public face and voice of BSA so that the association engages effectively with media, business, local government leaders and other external stakeholders to grow visibility of the sport.	<ul style="list-style-type: none"> • Agreed Brand communication strategy developed, implemented and monitored by the Commission. • Commission confirms the growing range of opportunities, products and services and effective market commercialisation have been built on. • Formal event feedback identify high-quality member focused events representing the vision and values of BSA.
4. Lead, manage and develop the team members, and maintain own learning, so that the capabilities develop and BSA's capacity grows over time. Continue to develop a member focussed culture and adapt to changing needs over time.	<ul style="list-style-type: none"> • The Commission assess that • Performance management systems and human resource initiatives are meeting current best practice. • Formal and informal feedback indicates team member's job satisfaction.

Major accountabilities and activities to achieve Key Result Areas

1. Lead and manage the BSA business including setting priorities, delivering agreed strategy and developing and implementing operational plans through the effective and efficient management of finances, and effective communication and risk management.
 - Provide direction and leadership to the association toward the achievement of the organisation's philosophy, mission, culture, strategy, and its operational objectives.
 - Work with the relevant managers, staff and stakeholders so that:
 - each business area works effectively and efficiently, is accountable and compliant.
 - operational plans are developed in line with strategic goals, projects are undertaken within and across membership areas to successfully deliver the strategic goals for the sport, clubs and/or the goals for the association.
 - business risks are identified, communicated, monitored and managed, including quarterly reporting of key business risks to the Commission (including actions being taken to reduce or mitigate the risks).
 - clearly documented policies and controls are maintained, are monitored for adherence and the CEO acts to rectify and report on any transgressions.
 - Work with the FRAC to manage, control and deliver the financial services, so that:
 - financial assessments and information are provided so that the CEO and Commission has adequate information to financially manage the business, including planned, actual and forecast data.
 - planning, budgeting and audit activities achieve agreed objectives and statutory obligations.
 - re-planning and forecasting activities are undertaken as required.



2. Provide robust advice and comprehensive support to the Commission, membership organisations and relevant committees on matters of strategy, leadership and governance and support the Commission with the information they need to be able to govern the business.
 - Maintain and monitor standards of probity and transparency amongst members through the promotion of the BSA's Code of Conduct and desired behaviours to protect the reputation of the sport.
 - All activities and services are carried out ethically and in line with the intent and Constitution.
 - Work with relevant team members and the Commission in developing, implementing and monitoring:
 - governance and meeting of all compliance obligations including all Regulatory, Corporations Act, Financial, Tax, and Risk Management.
 - appropriate policy, procedures and documentation in place that meets all legal, regulatory and legislative requirements.
 - mechanisms that monitor compliance, reporting requirements and effective and efficient resolution of any potential or actual issues of concern.
3. Be the public face and voice of BSA so that BSA engages effectively with media, communities, local government, business leaders and all other external stakeholders.
 - Advocate and promote BSA to business and government.
 - Protect and enhance the image and reputation of BSA.
 - Manage BSA's media, public relations, marketing and promotional activities.
 - Collaborate and agree with the Club Presidents respective roles on a contextual basis, in relation to the media, business leaders, regulators, politicians and other external stakeholders and members.
 - Attend and where appropriate present at significant forums and other influential industry associations.
 - Pursue relationships with key stakeholders in professional and industry associations both within and (where relevant) outside of SA.
 - Collaborative relationships with senior executives in government; industry, professional bodies and educational institutions continue to be developed and yield positive results.
 - Leverage the BSA brand to guide strategy and initiatives for membership engagement, retention and growth, incorporating input from membership organisations.
4. Lead and manage BSA staff and continue to develop a member focussed culture supported by capabilities that allow staff to perform their work to the association's standards and adapt to changing needs over time.
 - Manage, lead and develop team members, and maintain own learning, so that capabilities develop, and the association's capacity grows over time.
 - Lead by example and promote the BSA values, Code of Conduct and OH&S commitments, monitor for consistency, recognise exceptional behaviour and address any inappropriate behaviour.
 - Reinforce a performance excellence culture by ensuring that all HR fundamentals and procedures are in place to provide best practice in job descriptions, recruitment and selection, performance appraisal and management, training and development and remuneration.
 - Provide on-job coaching, recognition, and constructive feedback to assist performance and encourage their continuing professional development, and arrange suitable training as needed within agreed budget.
 - Deliver a continuous improvement ethos to ensure demonstrated lessons learned.

Personal Attributes

- Builds relationships and networks: Establishes, develops and maintains effective business relationships with internal and external stakeholders and builds trust through consistent actions, values and communication.
- Develops team: Actively seeks to improve the team's skills and talents by providing constructive feedback, coaching and training opportunities; empowers the team by investing them with the authority and latitude to accomplish tasks; appropriately delegates responsibilities to enhance team development
- Ethics and Integrity: Earn the trust, respect, and confidence of colleagues, members and stakeholders through honesty, forthrightness, transparency and professionalism in all interactions.
- Results orientation: Focuses on desired outcomes and how best to achieve them. Identifies what needs to be done and proactively take appropriate action to get the job done.
- Teamwork: Works well with others, collaborates and shares information, shows consideration, concern and respect for others' feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.