

Basketball Australia – NBAGA Position Description	
Title	Operations Manager NBA Global Academy (AIS)
Department	High Performance
Employment Status	Full time, including weekend work and some out of hours work
Position Reports To	Director NBAGA
Work Location	NBAGA is aligned to Basketball Australia’s (BA) Centre of Excellence program located at the Australian Institute of Sport (AIS), Bruce ACT. Work will be on location - ACT based.
Working in collaboration with	NBAGA coaching and support staff NBAGA Academic Consultant Athlete Well Being Engagement Manager (AWE) Centre of Excellence / NBAGA Centre of Excellence coaching staff and on needs basis other HP staff @ CoE Australian Institute Sport (AIS) Sports science, sports medicine (SSSM) service providers (needs basis)
About Basketball Australia	<p>At BA we proudly manage our elite national basketball teams (Boomers & Opals, Rollers & Gliders plus men’s and women’s 3x3), our Centre of Excellence facility, elite competitions including Australia’s longest running women’s competition, the Women’s National Basketball League (WNBL), major international competitions, annual national junior championship events as well as Australian basketball’s official junior game development program and other national programs and events.</p> <p>Underpinned by our values BA strives to be recognised as a truly gender equal, all abilities, community sport that has a defined pathway to greatness and to be viewed as one of the most successful basketball nations on earth.</p> <p>The Basketball Australia Strategic Plan (2021-2024), the Diversity and Inclusion Framework and the Women and Girls Strategy is critical in representing the way we work and bringing our mission to life.</p>
Responsibilities of this role	<p>Administration and logistics</p> <ol style="list-style-type: none"> 1. Liaise with the AIS and BA High Performance Management regarding all residential requirements for program athletes. 2. Coordinate Athlete Agreements and their induction and transition into the program. 3. Primary point of contact for AIS facility bookings /schedules for NBAGA program and responsible to ensure operational requirements are communicated in a timely manner. 4. Liaise with NBA Head Office and oversee clothing/ attire allocation and required logistics. 5. Liaise with AIS Medicine and SSSM to coordinate off site medical appointments & transport. 6. Coordinate on site Technology Systems. Consult NBA NY regarding media & social requests. 7. Create (as necessary) and operate Athlete Data Base an electronic file management. 8. Ensure optimum service to internal / external stakeholders with regard program information. 9. Ensure appropriate time frames and prioritising of tasks are actioned to meet the high - performance setting and culture expected at the holistic program setting of the GA/CoE. <p>Visa and Eligibility</p> <ol style="list-style-type: none"> 10. Coordinate VISA arrangements for international athletes liaising with NBA NY, BA’s HP. 11. Maintain communication and coordinate document collection with Department Home Affairs in consultation with industry experts who may be engaged to lodge VISA requests. 12. Coordinate and action all staff and athletes VISA requests as required for travel activations.

	<p>13. Ensure timelines are advised to relevant parties to ensure compliance and effective processes are completed meeting the needs and expectations of impacted personnel.</p> <p>Travel and Events</p> <p>14. Liaise with NBA NY and athletes' parent to ensure international athletes travel, flights, COVID (and or similar) quarantine protocols meet processing compliance.</p> <p>15. Coordinate NBAGA team travel (domestic & international) including formal registration for events / competitions.</p> <p>16. Will / may be required to assume the role as team Game Day Manager both domestically and or internationally.</p> <p>17. Responsible for the domestic travel arrangements for Australian athletes in the GA program.</p> <p>Athletes' Mental Wellbeing and Duty of Care</p> <p>18. Play a Life Coach / Wellbeing Officer role especially for international athletes.</p> <p>19. As a member of the GA/COE management team you will demonstrate a shared accountability to observe and identify athletes who may need help or assistance dealing with issues and or concerns. It is expected the Director of NBAGA, the AWE Manager and or appropriate professional clinician will be your reference point in these circumstances.</p> <p>20. Consult NBA NY regarding media & social requests</p> <p>Finances and other duties</p> <p>21. Monitor and coordinate all program expenses, purchases and monthly claims.</p> <p>22. Operate Expense Manager for payments, claims and reimbursements</p> <p>23. Organise bank accounts and per diems for athletes.</p> <p>24. Liaise with NBA Elite Basketball Department on a regular basis to assist with NBA events, tournaments and other events.</p>
Qualifications & Required Experience	<ul style="list-style-type: none"> • Previous experience (minimum 5 years) applying exceptional organisational skills, with a high level of attention to detail whilst performing in an elite complex environment subject to time pressures. • Demonstrated ability to liaise, consult and negotiate with all levels of staff, coaches, athletes, and external sport partners. • Demonstrated ability to plan, prioritise and implement in a timely manner actions and tasks that ensure a professional elite daily training is delivered and sustained for best performance outcomes. • Demonstrated ability utilising analytical and financial management skills to collate data, identify solutions and options for best program outcomes.
Skills and attributes	<ul style="list-style-type: none"> • Self-motivated with advanced abilities and capability to work in a collaborative, confident, and influential manner for efficient outcomes. • Exceptional interpersonal skills with a profound capacity to engage with young elite athletes in a high-performance setting. • Ability to retain a positive approach at all times when dealing with multiple tasks. • Sound understanding of the challenges that may face young people in a high-performance residential sporting environment and understands how to support them or where to find support. • Acts with integrity moral, ethical, and professional standards, respecting organisational policies and compliances.
Key Working	<ul style="list-style-type: none"> • Director NBAGA, GA coaches and support staff

Relationships:	<ul style="list-style-type: none"> • NBA New York / Head Office staff • Academic Consultant NBAGA • BA's COE / coaches, HP Management and support staff • AWE Manager @ CoE • AIS Service Providers / SSSM Clinicians and staff as deemed appropriate • External and internal stakeholders in consultation with the Director NBAGA
Other relevant information	<ul style="list-style-type: none"> • Given the nature of the role, some after hours or weekend work will be part of the role • This position will require domestic travel and may require overseas travel.
Working with Children	As part of your duty, you must recognise that children and young people require special care and attention to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in Basketball programs and services.
Citizenship/Visa	You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the Head of P&C if your right to work in Australia ceases.
What do we value	<p>Our Diversity Message Basketball Australia leads the way in promoting and supporting diversity through our voice, our actions and by working with our stakeholders in increasing the appeal of basketball as a safe, fair, and inclusive sport at all levels and in all ways.</p> <p>Our aim is for Basketball Australia to represent the wide-ranging backgrounds of the basketball community, and to understand their experiences. We welcome people from all backgrounds to our board, committees, staff, players, officials, and volunteers.</p> <p>Our Culture Message Lead by our Values we are committed to striving for an environment where we feel proud to belong, supported by a culture of inclusion and respect. We provide a welcoming, safe, and flexible approach to work and provide an environment that benefits from and enables the best from everyone.</p> <p>Our Safety Message Basketball Australia aims to provide children and young people with a positive and enriching environment that promotes their social, physical, or emotional development. We are committed to safeguarding children and young people in our care and ensuring that they feel safe and are safe. We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment.</p>
To apply	Please submit a CV and cover letter to Marty Clarke or Peter Lonergan Marty.clarke@australia.basketball or. Peter.lonergan@australia.basketball by 16 September 2022.