

Position:	Competitions & Events Officer
Manager:	General Manager – South/North
Direct Reports:	N/A
Role Purpose:	Provide high level administration support for Tasmanian basketball competitions and events

Strategic Link

Basketball Tasmania's strategic link to this position:

Strategic Objective: Basketball is the sport of choice for Tasmanians

Pillars: Participation & Growth – Basketball delivers high quality competition services
 Community & People – Basketball in Tasmania delivers high quality consistent services

Key Responsibilities

▪ **TSBL, TJBL and NWBU**

In liaison with the Southern and Northern Commissions

- Develop and maintain competition schedules, rosters, results, ladders and statistics.
- Administer venue arrangements and bookings.
- Administer and communicate finals and events arrangements
- Administer club registration process including communication, collation of entries and grading
- Maintain and administer By-Laws & Playing Conditions
- Develop and deliver communications to clubs on competition matters.
- Administer Team Registration Process including advertising and collation of entries
- Work with clubs to ease volunteer workloads and provide administrative support in the delivery of these competitions.
- Coordinate tribunals, appeals and any investigations
- Coordinate end of season trophies and awards
- Drive systems uptake and online registration to reduce volunteer workload and streamline competition management systems.

▪ **Operations**

- Assist in the formulation, planning and delivery of all Basketball Tasmania 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 Basketball Tasmania membership and registration platform, PlayHQ.
- Assist in the planning and coordination of the Basketball Tasmania tournament style competitions, including Junior and Senior State Championships.
- Act as an on-site Manager/Competitions Manager at Competitions such as Junior and Senior State Championships.
- Manage the Competitions pages of the Basketball Tasmania website.
- Build relationships and liaise with Basketball Tasmania Departments as required.
- Other duties as required to support the Competitions Team delivering all Basketball Tasmania Competitions in a timely and efficient manner.

- **Other**
 - Maintain PlayHQ database, WWVP database, registrations, and clearances.
 - Assist with implementation of sponsor commitments.
 - Contribute to the hosting of BTAS pathway events and National Championships if/as required
 - Liaise with stadium authorities on facility matters relating to Basketball competitions
 - Any other duties reasonably requested.

People and Culture

- Adopt a holistic view to the on-going success of BTAS and achievement of strategic objectives.
- Promote and strive for the desired culture, values, and behaviours amongst BTAS employees and related groups
- Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs
- Ensure adherence to the policies and procedures put in place by BTAS
- Ensure all relevant safety standards are maintained

Key Stakeholders

- Basketball Clubs and CAMs (Constituent Associate Members)
- Basketball Stadium Management and Local Government Authorities
- Match Officials

Basketball Tasmania Values

Collaborative - We work together, communicate, and share information with a shared purpose and vision

Growth mindset - We are constantly seeking feedback, exploring improvement and innovation with a view to ongoing development.

Position Requirements

Essential

- Current driver's licence
- Available and willing to work flexibly including evenings and weekends at specific times of the year

Desired Skills and Attributes

- Interpersonal, written, and verbal communication skills, with the ability to draft routine correspondence and provide high-level customer service
- Organisational, planning and time management skills, and willingness to work outside normal hours of work.
- Responsible, self-motivated, professional and ability to represent BTAS at meetings and events.
- Ability to work autonomously and within a team environment.
- Proficiency in Microsoft Office and Apple/Windows based computers
- Relevant qualifications or sports administration experience
- Knowledge and/or experience of Basketball

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.

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