

| Basketball Australia Position Description | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title | WNBL Coordinator |
| Department | WNBL |
| Employment Type | Fixed term, 12 month position. |
| Hours per week | Part time – approximately 20 hours per week – flexible working days as agreed. Weekend and out of business hours work may be a requirement for this role. |
| Work Arrangements | Melbourne the Basketball Australia offices are at the State Basketball Centre, Wantirna South Victoria. Given the nature of the role, flexible work arrangements will be considered, therefore applicants both in and outside Melbourne are encouraged to apply. |
| Position Reports To | Head of WNBL |
| About Basketball Australia | <p>At Basketball Australia (BA) it is our vision that basketball will be the sport of choice for Australian families in the 21st century. As the governing and controlling body of basketball in Australia, we are a not-for-profit business who works closely to grow the sport with our basketball members, the eight state and territory basketball associations.</p> <p>At BA we proudly manage our elite national 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. The Basketball Australia Strategic Plan (2021-2024), the Diversity and Inclusion Framework and the Women and Girls Strategy is critical in bringing our mission to life.</p> |
| Core Purpose | <p>The WNBL aims to inspire positive change through showcasing female role models and their achievements.</p> <p>To help achieve that, this role will provide specific support in operations, communication, education, and diversity & inclusion.</p> |
| About you | <p>It goes without saying that you have a passion to work in the sports industry, and a strong understanding of basketball in Australia, specifically the WNBL and how our league can showcase and enhance equity and inclusion in our game.</p> <p>The ideal candidate is an exceptionally diligent and organised person, with a range of experience and skills. An excellent communicator and collaborator, you understand the importance of relationships and how to build and manage them.</p> <p>You are ambitious and self-motivated, and pride yourself on the quality of your work.</p> |
| Key Responsibilities | <ul style="list-style-type: none"> • Coordination of all administrative elements relating to WNBL broadcast, including liaising with production partners, centralizing coordination of commercial assets, marketing and other content, commentary coordination and administration, International distribution support, sourcing viewership numbers and managing data and statistics. • Assistance with stakeholder communication and relationships, particularly Clubs and athletes; • Assistance with all WNBL events, including Season Launch, Awards, Finals presentation etc; • Assistance with WNBL content as required, including identifying stories, updating website, working with external partners, and assistance with coordination. • Administrative support to the WNBL Indigenous Round and other themed rounds that enhance the ongoing education and awareness for clubs, athletes and fans in relation to multicultural backgrounds, cultures and social challenges. • Coordinating, recording, communicating, and reporting the ongoing education programs associated with the FIBA Women’s World Legacy Funding. • General administrative support. |

| | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Success Measures | <ul style="list-style-type: none"> • Ensuring effective administration of all elements of broadcast; • Creating effective and respectful stakeholder relationships; • Deliverables within timeframes; • Embracing diversity and embedding inclusive practices. |
| Qualifications & Experience | <p>Essential</p> <ul style="list-style-type: none"> • A thorough understanding of the WNBL competition • Sports administration experience <p>Desirable</p> <ul style="list-style-type: none"> • Degree in Sports Management / Administration or relevant tertiary qualification • Project Management experience • Experience in basketball administration • Generally passionate about sport, in particular, women's basketball. |
| Skills and attributes | <ul style="list-style-type: none"> • Proficient in Microsoft Office (Excel, Word, Powerpoint) • Excellent written, verbal and interpersonal communication skills • High level of administration and organisational skills with exceptional attention to detail • Excellent interpersonal skills with the ability to build rapport with various stakeholders • Ability to efficiently manage multiple projects • Self-motivated, and the ability to work autonomously • Flexible to respond to changing priorities and able to complete tasks within tight timeframes • Cross cultural sensitivity |
| All Employees will | <ul style="list-style-type: none"> • Model and lead our values and mission • Act in accordance with all BA policies and protocols which change from time to time • Be committed to maintaining a safe and healthy workplace. • Act consistently with our Employee Code of Conduct. • Be flexible and responsive and prepared to step-up in times of need |
| Key Working Relationships: | <ul style="list-style-type: none"> • Head of WNBL • Members of WNBL Project Team at Basketball Australia • WNBL Club General Managers and support staff • Broadcast production partners and broadcast networks |
| Other relevant information | <ul style="list-style-type: none"> • The role may be subject to a satisfactory outcome of a National Police Records Check. |
| Working with Children | <p>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.</p> |
| Citizenship/Visa | <p>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.</p> |
| What do we value | <p>Our Values <i>TRUST AND TRANSPARENCY, INTEGRITY AND HONESTY, PROFESSIONALISM, ACCOUNTABILITY AND RESULTS</i></p> <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> |

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.