



# POSITION DESCRIPTION

## COVID Marshall

### Organisation Information:

Netball holds a unique position in the Australian sporting landscape. It is a sport with significant and long held participation rates that are the envy of many other Australian sports. It is widely held to be the leading women's sport in Australia. In fact, eight out of ten Australian families have had some involvement with netball; either through playing, volunteering, coaching or assisting in the administration of the sport.

Netball ACT is the peak body for Netball in the Australian Capital Territory.

Our purpose is to inspire the community to join our netball family and strengthen our sport through participation and success in Netball competitions at all levels.

Netball ACT operates under Memorandum and Articles that are resolved by the affiliated Member Organisations. Whilst being a Member Organisation of Netball Australia.

The Board of Netball ACT is responsible for managing the affairs of the Association which include determining major strategic directions, goals and policies.

The Chief Executive Officer carries out the role of Public Officer for Netball ACT.

To ensure Netball ACT continues to deliver on its strategic priorities, the organisation will focus on growing participation and customer engagement, while working to realise the untapped value in its asset portfolio.

### Our Values:

**Resilience** – When things get tough, we act with courage and commitment and take on challenges we face both on and off the court

**Our Member Organisations** – We value the contribution our Member Organisations make to our sport and to the participants in their Districts

**An Inclusive Approach** – We welcome all in our sport and encourage an inclusive culture that invites belonging and engagement with our communities

**Respect** – We act with respect in all our interactions both on the court and in our dealings in business and the community

**Professionalism** – We are professional in our approach to our sport and our business operations and promote a performance based culture

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## Position Specification:

<b>Position Title</b>	COVID Marshall
<b>Department</b>	Operations and Sport
<b>Organisational Relationships</b>	<p><b>Reports to:</b> General Manager – Operations and Sport</p> <p><b>Supervisor’s:</b> Customer Engagement Co-ordinator and Competitions and Venue Manager</p> <p><b>Key Relationships:</b> NACT Member Organisation and Netball ACT Staff, NACT Centre Hirers and the broader ACT Community</p>
<b>Stakeholder Relationships</b>	<p><b>Internal:</b> All NACT employees/contractors and NACT volunteers</p> <p><b>External:</b> NACT Member Organisations, HCF State League Coaches, Umpires and Players, HCF State League Spectators/Supporters, NACT Centre Hirers and the broader ACT community</p>
<b>Position Profile and Primary Objectives</b>	The COVID Marshall is responsible for the implementation of COVID-19 protocols and guidelines within the NACT Centre. Ensuring all venue users and spectators adhere to the NACT Centre and Competition COVID-Safe Environment protocols.
<b>Positional Capabilities</b>	<p>The position incumbent will possess the ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with members of the ACT community.</li> <li>• Pro-actively problem solve and take initiative when problems arise.</li> <li>• Flexibility, adaptability resilience</li> <li>• Demonstrated experience working as part of a team to achieve the organisations objectives</li> </ul>
<b>Position Location</b>	The position will be based at the SolarHub ACT Netball Centre, 435 Northbourne Ave Lyneham ACT 2602
<b>Salary / Tenure / Hours</b>	Casual basis as rostered, main rostered shifts to be Friday evenings or weekends.

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## Key Result Areas:

The following outlines the Key Result Areas and core competencies relevant to this position.

<b>Strategic Focus, Thought Leadership and Area Management</b>	<p>Oversee the implementation of the NACT COVID-Safe Environment Plans for the Centre and Competitions;</p> <p>Assist with overseeing the delivery of the HCF State League Competition, ensuring a high level of customer service and engagement throughout the competition</p>
<b>High Performance Leadership and Culture</b>	<p>Contribute to building a high performing culture across the Organisation;</p> <p>Contribute across the business to fostering team cohesion, providing support, advice and assistance to NACT staff;</p>
<b>Finance and Risk Management</b>	<p>All employees will:</p> <ul style="list-style-type: none"> <li>• Identify and report any hazards, damage, loss or exposures observed during their work;</li> <li>• Mitigate and manage identified risks;</li> <li>• Minimise damage or loss of property within the incumbent's control.</li> </ul>
<b>Governance</b>	<p>Assist to ensure the HCF State League is running in accordance with Netball ACT's Policies and Procedures.</p>
<b>Work Health and Safety</b>	<p>Ensure compliance with the Work Health and Safety Act and regulations to ensure the health and safety of self and others in the workplace.</p> <p>Comply with Netball ACT policies, procedures and ensure safe working practices are adhered to.</p> <p>Consult with employee on WH&amp;S matters and monitor WH&amp;S performance with area of responsibility.</p>

## Required Capabilities:

The following outlines the required capabilities relevant to this position:

<b>Judgement &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>• This position requires in the moment problem-solving and a high level of judgement is required.</li> </ul>
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and skills in customer service and venue or event management.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Computing skills including the ability to effectively utilise computer programming, spreadsheets and word processing</li> <li>• High level interpersonal skills to effectively develop and maintain partnerships, networks and client relationships.</li> <li>• Well-developed oral and written communication skills.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• High level of interpersonal and communication skills with the ability to engage, influence and negotiate with customers, stakeholders and providers.</li> <li>• Strong interpersonal skills and ability to develop and maintain effective working relationships.</li> <li>• Ability to uphold and demonstrate Netball ACT's Values of Resilience, Our Member Organisations, An inclusive approach, Respect and Professionalism.</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and skills in customer service and venue or event management.</li> <li>• Experience in conflicted resolution or managing</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Current Working with Vulnerable People Check.</li> </ul>

### Netball ACT Policies:

Netball ACT employees must comply with the Netball ACT Employee Manual, Policies and Procedures and agree to work according to Netball ACT's values and behaviours.

All staff are bound by Netball Australia's Member Protection Policy, Integrity in Netball Framework and associated rules. No staff member can bet on netball.

Netball ACT and Netball Australia are committed to the safety and well-being of children, have a zero tolerance towards violence within the workplace and recognise the rights of all staff to be free from violence and discrimination.

NACT CEO: \_\_\_\_\_  
(Please Print)

Employee: \_\_\_\_\_  
(Please Print)

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_