

POSITION DESCRIPTION

Netball ACT Development Officer/Court Supervisor

Organisation Information:

Netball ACT (NACT) 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.

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.

Position Specification:

Position Title	Development Officer/Court Supervisor
Department	Sport
Organisational Relationships	<p>Reports to: Participation Coordinator, Competition Managers</p> <p>Key Relationships: NACT Member Organisations, NetSetGO Centres, Schools and Teachers of the ACT and the broader ACT Community</p> <p>Supervises: N/A</p>
Position Profile and Primary Objectives	<p>NACT Development Officers are responsible for assisting NACT grow participation in the design and delivery of programs such as – Sporting Schools, NetSetGO, Walking Netball and School Holiday Clinics.</p> <p>This role will also provide support to NACT’s Social and State League competitions. The Court Supervisor team are responsible for implementation of COVID-19 protocols and guidelines within the NACT Centre. Additional duties include, but are not limited to, competition management and administration including providing first-aid.</p>
Position Capabilities	<p>The position incumbent will possess a high level of:</p> <ul style="list-style-type: none"> • Interpersonal, engagement and communication capabilities • Initiative and pro-active problem solving • Flexibility • A desire to help others • Ability to work independently and/or as part of a team • Fun and positive attitude

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Position Location	<p>Development Officer location is dependent on roster. You will be required to make your own travel arrangements.</p> <p>Competition Management is based at the SolarHub ACT Netball Centre, 435 Northbourne Ave Lyneham ACT 2602</p>
Hours of Work	<p>Development (unless specified otherwise) – standard school hours 9:00am – 3:00pm</p> <p>Competition Management – 5:30pm – 10:45pm Monday to Friday</p> <p>Casual basis as required</p>

Key Result Areas:

The following outlines the key result areas and core competencies relevant to this position.

Key Result Areas	Accountabilities and Responsibilities
Risk Management	<p>All employees will:</p> <ul style="list-style-type: none"> • Identify and report any hazards, damage, loss, or exposures observed during their work; • Mitigate and manage identified risks. • Minimise damage or loss of property within the incumbent’s control. • Follow child safety and protection protocols and report back to the Participation Coordinator where necessary.
Governance	<p>Assist to ensure the participation area/team are operating in accordance with Netball ACT’s Policies and Procedures.</p> <p>Maintain knowledge of relevant legislation and regulations.</p>
Work Health and Safety	<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 employees on WH&S matters and monitor WH&S performance within area of responsibility.</p>

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Required Capabilities:

The following outlines the required capabilities relevant to this position.

Judgement & Decision Making	<ul style="list-style-type: none"> This position has a level of autonomy in decision making and a high level of judgement is required. Ability to make decisions within legislation, regulations, organisational strategies and corporate policies and procedures.
Knowledge / Experience	<ul style="list-style-type: none"> Demonstrated knowledge and skills in the development and delivery of physical activities. Experience in netball playing and/or coaching desirable. Contemporary knowledge of issues impacting physical literacy and community sporting programs and experience with implementing best practice support.
Qualifications	<ul style="list-style-type: none"> Hold a current Netball Coaching Accreditation or willing to obtain. Current Australian driver's licence Current Working with Vulnerable People Check Current First-Aid Certificate
To apply	Please send your cover letter and CV to lachie@netballact.com.au
Closing Date	Applications close: 5.00pm January 29 th 2021
Contact	For more information on joining our Netball ACT team contact: Lachie O'Sullivan, Participation Coordinator, Netball ACT lachie@netballact.com.au 02 6241 4088

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, has a zero tolerance towards violence within the workplace and recognise the rights of all staff to be free from violence and gender-related discrimination.

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Participation
Coordinator: _____
(Please Print)

Employee: _____
(Please Print)

Signed: _____

Signed: _____

Date: _____

Date: _____