



# POSITION DESCRIPTION

## The Capital Spirit Under 23s Team Manager

### 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>	The Capital Spirit Team Manager <ul style="list-style-type: none"> <li>• U23s</li> </ul>
<b>Department</b>	Operations and Sport
<b>Organisational Relationships</b>	<p><b>Reports to:</b> The Capital Spirit/NACT Head Coach</p> <p><b>Key Relationships:</b> Netball ACT, Netball NSW, TCS Coaches, TCS Athletes and TCS Support Staff</p> <p><b>Supervises:</b> Nil</p>
<b>Stakeholder Relationships</b>	<p><b>Internal:</b> All NACT employees/contractors and NACT volunteers</p> <p><b>External:</b> Netball NSW</p>
<b>Position Profile and Primary Objectives</b>	<ul style="list-style-type: none"> <li>• Promote and lead a high-performance culture, and NACT visions and values, within The Capital Spirit environment.</li> <li>• Liaise with NACT, coaches and athletes to ensure communication and relevant information is shared between all stakeholders</li> <li>• In consultation with the Manager of Sport provide support in relation to logistic and administrative requirements including but not limited to travel and accommodation requirements, fitting and distribution of team uniforms and the completion of competition and athlete documentation (player agreements, medical forms etc.)</li> <li>• Manage team budget including but not limited to:             <ul style="list-style-type: none"> <li>○ Meal and petrol allowance</li> <li>○ Incidental and ice allocation</li> </ul> </li> <li>• Complete and submit a weekly reconciliation of all expenses.</li> <li>• Attend team training as required by the Head Coach and help in relation to first aid, team catering and bench duties.</li> <li>• Meet all managerial requirements and expectations as outlines in the Netball NSW Premier League competition rules to ensure effective and efficient running of the team during competition.</li> </ul>

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<b>Position Capabilities</b>	<p>The position incumbent will possess a high level of:</p> <ul style="list-style-type: none"> <li>• Demonstrated experience working as part of a team to achieve the organisations objectives</li> <li>• Ability to inspire, empower, influence and enable others</li> <li>• Interpersonal, engagement and communication capabilities</li> <li>• Political acumen, initiative and pro-active problem solving</li> <li>• Flexibility, adaptability resilience</li> <li>• A desire to learn and be innovative</li> </ul>
<b>Position Location</b>	<p>The position will be based at the SolarHub ACT Netball Centre 435 Northbourne Ave Lyneham.</p> <p>The role will require interstate travel.</p>
<b>Salary / Tenure / Hours</b>	<p>An honorarium will be provided for the services of this position. Details will be stated within the volunteer deed agreement and represents payments made by direct debit to the incumbents identified bank account. The payment will be made at the completion of the program once the final report is submitted and will be made upon receipt of a Statement by Supplier and Tax Invoice.</p> <p>The Capital Spirit Team Managers will be appointed for ten (10) months, commencing on the 1<sup>st</sup> of December 2021, and concluding on the 30<sup>th</sup> of September 2022. This is to encompass the preparation and Netball NSW Premier League Competition. Successful applicants will need to be available to travel on a weekly basis during the Netball NSW Premier League competition. Further details of the term will be outlined in the letter of offer and agreement.</p> <p>As a volunteer position, the working hours will vary depending on the time dictated by the training program. The training program will be drafted in conjunction with The Capital Spirit/ACTAS Head Coach and will include morning, afternoon and weekend sessions.</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 has a level of autonomy in decision making and a high level of judgement is required.</li> </ul>
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	<ul style="list-style-type: none"> <li>Ability to make decisions within regulations, organisational strategies and corporate policies and procedures.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills, ability to develop and maintain effective working relationships and ability to remain calm in pressure situations</li> <li>Maintaining performance while navigating, managing and negotiating competing priorities</li> <li>Ability uphold and demonstrate Netball ACT's Values of Resilience, Our Member Organisations, An inclusive approach, Respect and Professionalism.</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>Experience in the demands of Representative Level team sports, preferably netball.</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>A thorough knowledge of the Origin Energy Premier League Competition Regulations</li> <li>Knowledge of relevant Netball ACT policies</li> <li>An understanding of the role of Netball ACT staff as well as the Head Coach, Assistant Coach and other support staff as appointed</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Current Australian driver's licence.</li> <li>Current Working with Vulnerable People Check.</li> <li>Current First Aid Certificate</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, 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.

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

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

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

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



# POSITION DESCRIPTION

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

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

## Application:

To apply for The Capital Spirit Open's Team Manager position please email a cover letter and resume to:

Matthew Battams  
Netball ACT CEO  
[matthew.battams@netballact.com.au](mailto:matthew.battams@netballact.com.au)