



DVBA General Manager – Position Description

Organisation: Diamond Valley Basketball Association (DVBA)

Location: Greensborough, Victoria

Remuneration: commensurate with experience (and negotiable)

Hours of work: Monday to Friday 9.00am - 5.00pm (after hours requirements on occasion)

Direct Reports: Board of Management of the DVBA

Primary Purpose

Accountable to the Board of the DVBA, the General Manager will manage all aspects of the Association's activities, including leading its successful operational and financial performance. This is a 'hands on' role that requires working in collaboration with a diverse range of stakeholders. The General Manager will provide leadership of the operations of the Association and drive a clearly defined growth strategy, ensuring that the DVBA is a leading Basketball Association in the region.

Key Outcomes/Accountabilities

- Lead, in conjunction with the Board, the development of all programs and competitions to ensure that the DVBA becomes a leading Basketball Association in Melbourne and Victoria.
- Help develop and oversee the implementation of the *Strategic Plan* and work collaboratively with a diverse range of stakeholders whilst providing operational and strategic advice to the Board.
- Implement a profitable and sustainable business model ensuring the continued success of the Association, including the responsibility for all revenue generating activities and the management of expenditure to meet the authorised annual budget.
- Ensure that appropriate policies and procedures are in place to meet all legislative requirements: ensuring that all staff meet child protection compliance requirements.
- Whilst working with the Board, submit reports in a timely manner and understand the Board's due diligence processes to ensure timely attention to core issues of the Association.
- Assess and understand the principal risks and ensure that those risks are monitored and managed through appropriate mitigation strategies, including effective internal controls and quality information management systems.
- Act as a key spokesperson for the Association, presenting a strong, positive image to relevant stakeholders and the public.
- Act as a liaison with local Councillors and Council representatives in relation to programs, initiatives and facilities management.
- Develop and expand sound working partnerships with key organisations, stakeholders and sponsors to ensure the future success and growth of the DVBA.

Key Challenges and Influences

- Manage operational staff and ensure that staff Key Performance Indicators (KPI) are set, managed and reviewed.
- Employ sound judgement and capacity to make decisions and recommendations in situations where diverse views and interests must be considered.
- Oversee the organisation and administration of the Northern Junior Basketball League (NJBL) competitions and Member Clubs, in conjunction with the Competitions Manager and staff.
- Oversee the organisation and administration of the Northern Senior Basketball League (NSBL) competitions, in conjunction with the Competitions Manager and staff.
- Oversee the organisation and administration of the Victorian Junior Basketball League (VJBL) Representative Basketball Teams and Coaches, in conjunction with the Operations Manager and staff.
- Oversee the organisation and administration of the DVBA's NBL1 Senior Men's and Women's Representative Basketball Teams and Coaches, in conjunction with the Operations Manager and staff.
- Oversee the organisation and administration of the DVBA's Youth League Men's and Women's Representative Basketball Teams and Coaches, in conjunction with the Operations Manager and staff.
- Oversee all administrative functions and coordinate meetings with staff and stakeholders.
- Oversee the sourcing of venues/courts to ensure the operation of all competitions, in conjunction with the Competitions Manager and staff.
- Oversee and coordinate Referee Development Programs, in conjunction with the Referee Liaison.
- Oversee and coordinate Coach Development Programs, in conjunction with relevant staff.
- Oversee and coordinate Player and Competition Development Programs, in conjunction with coaches and staff.
- Source, nurture and maintain sponsorships, sales and advertising.
- Oversee and coordinate the implementation of marketing and media strategies and activities, including event planning, to ensure the positive growth of the Association's brand.
- Oversee the writing and submission of grant applications offered by local councils, governments and other entities.
- Ensure that the DVBA continues to develop its reputation as a leading Basketball Association in Victoria.

Organisational Capabilities

The General Manager is expected to demonstrate the following organisational capabilities:

- Be customer focused.
- Be able to build strategic partnerships.
- Work as part of a team.
- Take ownership and be accountable for decisions made.
- Be accepting of and able to lead diverse groups of staff and stakeholders.

Capabilities required for the Position

In performing the role, the General Manager is expected to demonstrate the following capabilities:

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| Leadership and Management | <ul style="list-style-type: none">• Create a sense of need to achieve organisational goals, in line with a clear overall vision, through: planning, managing performance, motivating people and role modelling desired behaviours.• Develop and communicate a strong vision.• Inspire and motivate.• Create and develop a positive workplace culture.• Implement and ensure work safety.• Manage change.• Manage staff and volunteers. |
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- Plan for outcomes.
- Oversee financial management, in conjunction with the Treasurer.
- Enact corporate governance and risk management strategies.
- Provide strategic management.
- Manage facilities.

Communication

- Listen, interpret and convey information in a clear and accurate manner, providing timely delivery of information and selection of the appropriate means of communication.
- Act as an ambassador for the Association at all times.
- Utilise effective written and verbal communication, with attention to detail.
- Provide reports to the Board in a timely and effective manner.

Analytical Thinking and Problem Solving

- Identify and analyse situations and/or issues, consider options, develop solutions and decide on, implement and monitor appropriate solutions.
- Undertake analyses of processes, procedures and policies where required.
- Solve problems.
- Demonstrate a process and systems focused perspective.
- Use initiative and innovation.
- Think strategically.

Technology

- Operate computer hardware, software, electronic interfaces, applications and storage systems effectively.
- In conjunction with other operational staff, learn and understand all software used in basketball competitions and operations.
- Be proficient with social media communication and strategies.
- Harness technology for the benefit of the Association.

Business Acumen

- Build and maintain a wide knowledge and understanding of the DVBA business environment and apply commercial expertise, including concepts, processes and strategies, to achieve business objectives.
- Understand the management of a successful Basketball Association from a business perspective.
- Liaise with local Councillors and Council representatives to ensure effective working relationships in relation to programs, initiatives and facilities management.
- Apply commercial and general financial and economic knowledge.
- In conjunction with the Treasurer, analyse financial performance.

Stakeholder Engagement

- Identify and anticipate the needs of stakeholders. Deliver programs that meet and exceed stakeholder expectations and commit to continuous improvement in planning, processes and programs.
- Resolve issues.
- Strive for continuous improvement.
- Demonstrate professional understanding and empathy.
- Ensure quality program delivery.

Selection Criteria

The successful candidate will demonstrate the following:

Essential

1. Valid Working with Children Check and completion of online Child Protection Training (training link provided).
2. Current Driver's Licence.
3. Strong leadership experience, including team management skills and achievement of strategic goals through the development and implementation of innovative solutions.
4. Expertise in developing and delivering ongoing revenue streams supporting future organisational growth.
5. Expertise in stakeholder and community engagement.
6. High level interpersonal communication and negotiation skills to enable effective engagement both with internal personnel and external individuals and groups, at all levels.
7. Understanding of sports administration with the ability to deliver sound financial and budgetary management and operational excellence.
8. Accounting skills/experience together with strong IT skills, particularly with the Microsoft suite of applications.

Desirable

1. Sound knowledge of the sport of basketball.
2. Experience with Incorporated Association governance.
3. Business or Sports Administration tertiary qualification.
4. Marketing experience.

Key Performance Indicators

The General Manager will be required to meet the following:

1. Conduct successful and financially viable NJBL and NSBL competitions annually.
2. Effectively manage operational staff and ensure their accountability for their own KPIs.
3. Execute the Strategic Plan of the DVBA, in conjunction with the Board and staff.
4. Attract and cultivate sustainable sponsorship revenue to meet the organisational needs of the DVBA.
5. Ensure the annual approved revenue and cost budgets are met.
6. Maintain the DVBA's leadership and reputation as a strong Basketball Association.
7. Maintain positive relationships with NJBL Member Clubs, sponsors and other stakeholders.

How to apply

Applications should be submitted via email by 21st April 2021 to Julie Taylor, DVBA Secretary
secretary@dvbasketball.com.au

Applicants should submit the following:

- A resume
- A letter addressing the selection criteria (not exceeding three pages)

Applicants should advise, in their application, that they:

- Hold of a valid Working with Children Check, or are in the process of applying for one
- Hold a current Driver's Licence