

Position Description



Annexure A

Employer	Tennis Victoria
Position Title	Hot Shots Leagues Manager
Occupant	
Business Unit	Tennis Operations
Classification	Manager
Position Reporting to	Executive Manager – Tennis Operations
Employment Status	Fixed term – 2 year contract
Location	AAMI Park, Olympic Boulevard, Melbourne
Date	December 2013

1. Position Purpose

The role of the Hot Shots (HS) Leagues Manager involves the promotion, recruitment, education, implementation and delivery of MLC Tennis Hot Shots (MLCTHS) Leagues, in conjunction with Tennis Victoria affiliated clubs, centres, associations and registered HS coaches across the state of Victoria.

The HS Leagues Manager will ensure the successful delivery of MLCTHS Leagues by working with key volunteer and professional stakeholders to ensure a smooth transition from MLCTHS coaching, schools and Community Play programs into their first competition experience. By building strong relationships with key stakeholders, the HS Leagues Manager will support the growth of MLCTHS competition opportunities for juniors by providing an accessible and customer focused competition getting more people playing more often.

2. Reporting and Liaison

- a. Reporting to:**
As above
- b. Positions Reporting to Job Holder:**
None

3. Key Relationships

- a. Internal:**
Tennis Victoria & Tennis Australia staff
- b. External:**
Clubs, Centres and Associations, Tennis Coaches, & Local Governments

4. Authorities for Decision Making

Authority
As per financial authorisation and delegation policy

5. Key Responsibilities & Performance Measures

No.	Key Responsibilities	Performance Measures
(i)	<p>Program Manager:</p> <ul style="list-style-type: none"> • Coordinate the promotion, recruitment, education, implementation and delivery of MLCTHS Leagues across Victoria. 	<ul style="list-style-type: none"> • Successful recruitment of clubs, centres, associations and coaches to deliver MLCTHS Leagues.
(ii)	<p>Core HS League Manager:</p> <ul style="list-style-type: none"> • Proactive in the recruitment and education of stakeholders to deliver MLCTHS Leagues. • Responsible for the increased uptake of stakeholders delivering MLCTHS Leagues. • Primary contact point for all enquiries regarding MLCTHS Leagues. • Promote the benefits of the competition to affiliated Clubs, Centres Associations and coach's thereby encouraging increased uptake by affiliates. • Represent Tennis Victoria at stakeholder meetings including Club and Associations Committees, LGA club network forums and associated events. • Work with the Places to Play team to ensure local governments are well informed on the implementation and rollout of Leagues across their Local Government catchment areas. • Liaise with the Marketing department to ensure appropriate coverage and communication of leagues is clearly promoted through all communication channels. • Develop appropriate stakeholder materials and resources to support the roll-out and growth of MLCTHS Leagues. . • Work closely with TV/TA staff to ensure that all staff are aware and supportive in the promotion and communication of MLCTHS leagues to all stakeholders. • Assist stakeholders in accessing on-line competition management tools through education and assistance for the usage of Competition Planner, to increase efficiencies in club administration and management of the competition. • Conduct Competition Planner training sessions in conjunction with the competitions department. • Responsible for the accurate reporting and monitoring of MLCTHS Leagues for the purposes of budgeting, awards, funding opportunities and reporting of progress against the strategic plan. • Ensure any competition issues are communicated to the relevant manager. • Utilisation of competition planner to record all competition activities. • Assist Tennis Tasmania with Leagues as and when appropriate at Tennis Victoria's and tennis Australia's guidance. 	<ul style="list-style-type: none"> • Increase the number of clubs, associations and coaches delivering MLCTHS Leagues. • Meet with as many clubs, associations, coaches and councils as possible to promote and recruit delivers for MLCTHS Leagues. • Increase the number of MLCTHS leagues and participants • Maintain and support stakeholders in the delivery of MLCTHS leagues. • Coordination of MLCTHS league information sessions for stakeholders. • Educate all stakeholders of the use of Competition Planner. • Ensure that MLCTHS Leagues are promoted and communicated • 100% adherence to all agreed program budgets
(iii)	<p>Other duties as requested or required by Management.</p>	
(iv)	<p>Environmental, Health and Safety Responsibilities:</p> <ol style="list-style-type: none"> 1. Complies with Tennis Australia's OH&S policies and procedures 2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace 3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injures are reported immediately to the Manager 4. Participates in meetings, training and other environment, health and safety activities 5. Does not wilfully place at risk the health or safety of any person in the work place 6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare 7. Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation. 8. Participate in Return to Work Programs, as required to, across the organisation. 	
(v)		

6. Knowledge & Skills, Qualifications, Competencies, Behaviour & Attributes

Knowledge & Skills

- Demonstrated experience in program administration and success in stakeholder uptake.
- Understanding of program development, implementation & delivery.
- Strong understanding of the tennis environment and the various stakeholders it engages including clubs, associations and coaches.
- Experience in delivering competitions and understanding of competition software programs
- Experience implementing change within community organisations.
- Demonstrated experience in sports administration, particularly dealing with coaches, clubs and volunteer committees.
- Ability to demonstrate initiative and prioritise tasks.
- Excellent communication and interpersonal skills and the ability to interact effectively with varied stakeholders.
- High computer literacy with Microsoft suite and database management.

Qualifications

- Degree in Sports Administration and/or Business Administration is desirable.
- Drivers License essential
- Current Working With Children Check

Competencies, Behaviours & Attributes

- Excellent presentation skills.
- Must be willing to work flexible hours including multiple evening stakeholder meetings and weekends.
- Success in being able to influence change and marketing a new product
- Demonstrated ability to work independently and as part of a team.
- Ability to prioritise tasks and work on a number of tasks and meet deadlines.
- Excellent relationship building skills required to deal with people from a wide range of backgrounds and needs
- A commitment to the Tennis Victoria values, namely:
- We **T**ake responsibility; are approachable and accessible;
- We **E**njoy our work and working with others collaboratively;
- There are **N**o soft excuses as we strive to be the best we can be;
- We **k**now our stuff" and are passionate about serving the sport of tennis;
- We are **I**nnovative and inclusive and open to change; and
- We **S**peak up, speak straight, listen and communicate.

7. Declaration

I, _____ (full name) acknowledge that I have read and understand the
 (title) _____ POSITION DESCRIPTION which forms part of
 my employment contract from the date of issue.

Employee: _____ **(signature) Date:** _____

This Position Description is approved by:

Manager: _____ **(signature) Date:** _____

Executive Director: _____ **(signature) Date:** _____