



# OPERATIONS MANAGER POSITION DESCRIPTION



TITLE OF POSITION:	Operations Manager (OM)
ORGANISATION:	Bellarine Peninsula Basketball Association Inc. (BPBA)
RESPONSIBLE TO:	Board of Directors
CONDITIONS:	By Negotiation

Bellarine Peninsula Basketball Association is a community based sporting organisation. The Association comprises of over 1700 players, 230 teams, coaches, referees and volunteers. It is responsible for the development of Basketball throughout the Bellarine Peninsula region, and is an affiliated body of Basketball Victoria.

The Association had its beginnings through the amalgamation of the Drysdale Flames Basketball Club and Ocean Grove Basketball Club in 1997. The Association conducts competitions out of four venues; Bellarine Sports Centre (Drysdale), Bellarine Aquatic & Sports Centre (Ocean Grove), Christian College (Bellarine) and St Ignatius College.

BPBA conducts competitions from U10's to Senior Men and Women. The Association also conducts several development programs including; Aussie Hoops; Slam Jam, Referee and Coaching courses, and school holiday camps.

The BPBA representative program is the Bellarine Storm. Bellarine Storm currently competes in the Victorian Junior Basketball League ([www.vjbl.com.au](http://www.vjbl.com.au)) and Basketball Victoria Country Championships.

The BPBA aims to conduct competitions and programs for all members of the community, whilst creating pathways to ensure players, coaches, referees and volunteers are able to achieve their full potential.

BPBA is governed by a Board of Directors who are elected at the Annual General Meeting by members of the Association.

## Position Summary

The OM of BPBA is responsible for the operations of the association, promotion and development of basketball in the region and management of the Bellarine Sports Centre. Working with the Board, you will strategically plan for the future of the Association and development of Basketball in the region.

The OM will enable and assist BPBA to grow through strong leadership, effective communication and commitment, establishing a culture of success and pride that rewards effort, positive attitude, professionalism and loyalty to BPBA.

## Position Dimensions

Number of Team members reporting to Position	Administration & Competitions Officer (full-time)  Between 10 to 15 casual persons in roles as follows: Customer Service Officers Referee Advisor and Supervisors
Responsible to	BPBA Board of Directors
Volumes	Number of Members: 1900+ Number of Teams: 230+

Bellarine  
Peninsula  
Basketball  
Association Inc

PO Box 638  
Drysdale 3222

ABN 39 736 685 01



<b>Key Area</b>	<b>Management and Administration</b>
Weighting (%)	45%
Tasks	<p>Dealing with day to day managerial issues, and decision making process.</p> <p>Ensure all the processes and procedures of operations are maintained for Domestic, Junior Rep, Coaching, Officials, and the administration staff.</p> <p>Manage administration personnel.</p> <p>Co-ordinate and liaise Basketball Victoria, BV Country, Bellarine Secondary College and other key stakeholders on behalf of BPBA as required.</p> <p>Establish communication with all stakeholder groups, internal and external.</p> <ul style="list-style-type: none"> <li>▪ Domestic Partners</li> <li>▪ Junior and Senior Members</li> </ul> <p>Oversee the management of the BPBA Inc. Programs and Competitions.</p> <p>Work in conjunction with DHPM, liaising with BVC, and members to develop and introduce Club structure to BPBA domestic competition.</p> <p>Source opportunities for, and obtain grants from various organisations, including but not limited to local and state government.</p> <p>Provide effective communication back to the Committee of Management on a regular basis.</p>

<b>Key Area</b>	<b>Governance, Strategy and Planning</b>
Weighting (%)	10%
Tasks	<p>Assist in the ongoing strategic and business planning of the Association.</p> <p>Assist in the development, implementation and management of various projects.</p> <p>Develop all necessary policies, for approval by the Board, and implement across appropriate areas of the Association.</p> <p>Regularly review By-laws, and work with the Board to ensure rules are continually updated to keep up with the development and progress of the Association.</p> <p><b>Infrastructure and Venues-</b></p> <p>Follow up and make recommendation on current stadium infrastructure, make recommendations for improvements, and ensure key relationships are maintained with stakeholders.</p> <p>Ensure that all venue plans are maintained and courts are utilised at the highest rate of occupancy at all times.</p>

<b>Key Area</b>	<b>Finance</b>
Weighting (%)	20%
Tasks	<p>Establish and maintain the budgets for all the cost areas.</p> <ul style="list-style-type: none"> <li>▪ Domestic Competitions</li> <li>▪ Junior Representative Program</li> <li>▪ Development Programs</li> <li>▪ Administration and staff</li> </ul> <p>Attend to providing monthly financial reports from Xero.</p> <p>Timely preparation of accounts payable.</p> <p>Prepare and manage collection of accounts receivable.</p> <p>Reconciliation of Accounts.</p> <p>Processing of Payroll.</p> <p>ATO responsibilities (BAS/PAYG)</p> <p>Financial Data Management.</p> <p>Prepare financial and other required reports for the AGM.</p>

<b>Key Area</b>	<b>Sponsorship &amp; Marketing</b>
Weighting (%)	10%



Tasks	<p>Management of sponsorship sourcing, sales and stakeholder management.</p> <p>Working with the Board develop communication and marketing strategies aimed at building BPBA's public profile as well as ensuring timely and engaging communication with members and key stakeholders.</p> <p>Build relationships within the Bellarine Peninsula Community.</p> <p>Be responsible for overseeing the maintenance of the BPBA Website, its content and all BPBA Social Media platforms</p> <p>Establish and ensure that the BPBA brand and name is upheld at all times.</p> <ul style="list-style-type: none"> <li>▪ Prepare press releases</li> </ul> <p>Develop active relationships with media</p> <p>Work with all key stakeholders to provide a memorable experience for anyone who engages with BPBA.</p>
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Key Area	<b>Storm Representative Program</b>
Weighting (%)	15%
Tasks	<p>Act as BPBA Staff representative on Storm Sub-Committee (administrative duties)</p> <p>Distribute, record and collect Player Registrations, Fee &amp; Uniform payments</p> <p>Coordinate Uniform orders, purchases and stock control</p> <p>Liaise with VJBL</p> <p>Coordinate media and advertising for Storm program, including website and social media.</p> <p><b>Senior Rep Program-</b></p> <p>Work with the BPBA COM, Storm Sub-Committee and Development Manager to successfully develop a viable Senior Representative Program for inclusion in BVC's CBL competition and/or Big V.</p>

**Educational Experience**

- Tertiary qualifications and / or relevant experience in the field of Sports Management or Business Management.

**Key Selection Criteria:**

- Sport Administration and Competition Management experience.
  - Excellent communication and interpersonal skills, with proven ability to interact and manage a variety of stakeholder relationships;
  - Demonstrable success in finance, specifically in the use of Xero accounting system or similar product;
  - Experience in staff management; and
  - Strong organisational skills, success in multi-tasking, prioritising and high levels of attention to detail.
- Extensive basketball knowledge and experience would be an advantage

**Qualifications required / desired:**

- Advanced computer application skills
- Intermediate IT management skills
- Current Victorian Driver's License
- Knowledge of SportsTG Online Competition Management software would be an advantage
- Knowledge/background in basketball and an understanding of the structure of basketball in Australia would be an advantage.

Please note that all staff, board members and volunteers involved within BPBA are required to hold a current Working With Children Check (WWCC).



**Employment Cost**

To be negotiated with the successful applicant.

**Superannuation**

Bellarine Peninsula Basketball Association contributions are consistent with the current Superannuation Guarantee Levy (currently 9.5%).

**Hours of work:**

Role may be full-time or part-time dependent on the suitability of the applicant to fulfill all aspects of the position.



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