



Mildura Toyota



Toyota Hothouse – Home of The  
Mildura Basketball Association

May 2018

## **Mildura Basketball Association - General Manager, Director of Coaching**

### **The Organisation**

Mildura Basketball is responsible for the governance, development, promotion and administration of basketball throughout the community. We provide a framework for 2000+ participants across 8 Clubs along side of social members.

Our vision is through leadership, innovation, engagement and opportunity, basketball becomes the sport of choice in Mildura. This vision is complimented by a Basketball Victoria Strategic Plan which is underpinned by four cornerstones which will provide the fundamental framework and delivery of our organisation's objectives.

**Promote Basketball, Provide Leadership, Provide Pathways  
Drive Infrastructure Growth**

### **The Role**

Reporting to the Board of Mildura Basketball, the fundamental purpose of the position is to:

- Organisation and coordination of operations and administration of the MBA office including development of procedures and practices to ensure efficient organizational effectiveness.
- Development and mentoring of coaches for MBA clubs, Aussie Hoops Program, Country Victoria Academy and NITP, Mildura Junior Heat and Mildura Senior Heat programs.
- Oversee the successful development of referees for the Association.
- Development and implementation of new strategies to achieve income streams in addition to the current business model of the association.
- To develop and maintain mutually beneficial relationships with current and potential sponsors of the differing programs of the association.

### **Responsibilities**

To manage a small team of employees and volunteers to deliver operational and administrative services of the Mildura Basketball Association. This shall involve but not be limited to:

**Competitions** - Facilitation of infrastructure and support personnel of game day operations, Overseeing support to representative teams Facilitate the recruitment and maintenance .



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**Development Programmes** - Schools Program - Develop & Implement Aussie Hoops -  
Recruit & Train Coaches

**Junior Heat** - Recruit Coaches & Mentor, Ensure Coaches Comply with Development  
Program, Sit on Junior Heat Board, Register Teams in Chosen Tournaments , Media Liaison  
Function.

**Senior Heat** - Oversee Travel Bookings, Assist in Import Recruitment, Organise Import  
Travel Requirements, Share Game Day Operations, Media Liaison Function, Recruit and  
Mentor Coaches, Share Court Commissioner role.

**Association Business-** Run the MBA Office to conduct daily business, Liaise with volunteers  
& Contractors regarding maintenance matters, Ensure property and information is secure,  
Facilitate Club Presidents Meetings, Assist Clubs with Strategic Growth Consulting

**Customer Service-** Be the first point of contact for members, participants and officials  
Receive the lodgment of inquiries and complaints to resolve or redirect. Receive and  
distribute official information.

**Support to Committee of Management** -Sit as a member of the Board of Management,  
Provide monthly reports to Committee, Make recommendations for improvements  
Implement directives.

**Duties:**

- 1.** Main Office Administration Activities:  
Establish and maintain standards and procedures, bylaws and office protocols  
Control correspondences and maintain correspondence register(s)  
Liaise with other agencies, organizations and groups
- 2.** Supervise office staff, Assign and monitor clerical and secretarial functions,  
including staff time sheets.
- 3.** Maintain office records  
Define procedures for record retention, ensure protection and security of files and  
records Ensure effective transfer and disposal of files and records, according to  
retention schedules and policies
- 4.** Maintain office efficiency  
Plan and implement office systems, layout and equipment procurement Maintain  
and replenish required inventories  
Anticipate needed supplies, and verify receipt of supplies



**Key result area: Manage MBA communications**

1. Front of house for MBA and manage all correspondence - mail and email
2. Provide support to front office and telephone answering during business hours
3. General enquirers- liaise with appropriate departments and/ or basketball programs
4. Be 1st point of liaison with Media organizations

**Key result area: Manage financial and governance requirements**

1. Finance Management of all Departments including, *MBA Canteen, Bar, Junior Domestic, Senior Domestic, Aussie Hoops, Schools Programs.*
2. Liaise with various boards, and clubs as required  
Design & maintain compliance checks on stadium maintenance
3. Complete full budgets for all departments.

**Skills and Abilities**

The Basketball Operations Manager & Coaching Director should be experienced in the area of sports administration preferably with a background in the basketball environment. Key requirements will be to Demonstrate a high level of communication skills, Possess an ability to work to a plan and timetable, Manage direct reports, Possess a sound knowledge of current basketball coaching principles, Produce succinct monthly reports, Work within strict budget guidelines plus have **strong conflict resolution skills.**

**Key Result Area : Other**

4. Oversee with Court Hire Organisations\Individuals, Oversee the organization of all contracts, bonds, keys and insurance for the hire of courts, Oversee and verify court hire usage for invoicing.
5. Manage the day to day running of MBA
6. Implementation of new programs
7. Manage Tribunal hearings notifications
8. Oversee Competition Manager and Office Administration role
9. Other duties as required

**Key Result Area: Coaching Director**

11. Maintain current best practice coaching knowledge
12. Recruit coaches for club & representative teams
13. Coordinate coaching development courses
14. Oversee Referee Development Program
15. Mentor Representative Coaches - Senior & Junior Heat Programs

**Key Result Area: Sponsorship\Grant Funds Procurement**

16. Procure and maintain relationships with Programme\Stadium Sponsors
17. Seek and coordinate applications for all appropriate grants



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### **Our Ideal Candidate**

The position of General Manager– Mildura Basketball will require a range of personal and professional skills including:

- Have a high knowledge and understanding of Microsoft Office products.
- Excellent interpersonal, communication and relationship building skills, with proven ability to build and maintain positive relationships with stakeholders across a wide range of organizations and backgrounds;
- Managing competing priorities while maintaining quality of work;
- Developing effective and respectful working relationships with people across all levels of the business;
- The ability to analyze material and make recommendations;
- Excellent negotiation and stakeholder management skills;
- Have the ability to work outside normal business hours;
- Have the ability to actively promote Basketball with Affiliated clubs and volunteers;
- Be the holder of a current Victorian Drivers License
- Be the holder or have the ability to obtain a Working with Children Certificate.

**Salary -** A salary package commensurate with qualifications and experience will be available.

**Hours of Work-** 10am - 5.30pm Monday, Wednesday and Fridays  
1pm - Close- Tuesdays and Thursdays (Throughout summer period)  
Some weekend attendance as required by Big V, CBL and Tristate

**Location:** Mildura Basketball Stadium, Eighth Street, Mildura Vic 3500.

**Tenure:** This appointment is full-time. The position will be offered for the term of a contract, which will run on an annual basis from July of each calendar year. The fixed term of the contract will be for a period of up to 24 months, which will include regular reviews. An interim trial period will be set for 3 months.

**Period of Notice:** 30 days

### **Further Information**

Please contact:

Leigh Anderson, President

lcaanderson@maloneyandersonlegal.com.au

### **Applications:**

Applications should be forwarded to Leigh Anderson by email,

lcaanderson@maloneyandersonlegal.com.au

If you are intending to apply, please do so at the earliest possible date rather than leaving it late.

*Given the nature of the role, applications will be considered from candidates legally able to work on a permanent basis in Australia.*