



Cricket Tasmania Position Description

Position:	Community Competitions and Special Projects - North West
Department:	Community Cricket
Manager:	Cricket Manager – Greater North
Direct Reports:	n/a
Role Purpose:	The Community Competitions & Special Projects Manager will serve as the lead for special projects in the region and is accountable for ensuring all operational activities for Community Cricket Competitions in the region are aligned with Community Cricket and Cricket Tasmania's strategic objectives. The incumbent will apply comprehensive knowledge of project management to projects across multiple program streams and deliver state-wide projects that deliver great outcomes for the game and serve the community.
Document Date:	June 2019

Cricket Tasmania's Strategic Link(s) to This Position

- Transform junior cricket to be the number 1 sport for children in Australia
- Using technology to deliver great experiences for fans, participants and volunteers
- Be the leading sport for women and girls

Key Responsibilities

Community Cricket Competitions

- Drive the growth and development of the Cricket North West competition in line with the agreed MOU in liaison with the Cricket North West Board of Management.
- Oversee and lead the Western Tasmania Cricket Association competition in line with agreed MOU and Community Cricket strategic objectives.
- Build and sustain strong working relationships and strategic partnerships across competition matters in the region through proactive engagement, to gain collaboration and deliver on agreed outcomes.
- Develop a program of work that promotes Cricket Tasmania's competition administration service that ultimately leads to other community competitions to adopt the service to improve outcomes and reduce workloads for volunteers, whilst providing high-level support in the delivery and development of these competitions.
- Develop strategies to reduce volunteer workload and streamline competition management systems through systems uptake and online registration.
- Contribute to and drive the strategic development of competition Schedules, Rosters, Results, Ladders & Statistics to support evolving competition needs.
- Develop a facility strategy that maximises ground usage, enhances quality and complete high-level plan to improve the participation experience.

Greater Northern Raiders & Cricket Tasmania Pathway

- Provide fit for purpose operations and project support to Cricket Tasmania pathway programs in the region including planning, bookings and logistics.
- Provide match management support to Pathway competitions in the region.

- Contribute to the management of stakeholder engagement and provide support to the Greater Northern Raiders Management Committee with activities aligned with requirements and prepare written reports and presentations to inform the decision-making process.
- Manage facility arrangements for home matches and training whilst anticipating and being responsive to the needs of the stakeholder, both internally and externally

Diversity and Inclusion (D&I) Programs and Special Project

- Identify gaps, develop and lead D&I programs of work that support strategic partnerships and encourage stakeholders to grow and deliver the Cricket Tasmania All Abilities Programs and Cricket Tasmania Indigenous Cricket Programs with buy-in from functional and leadership stakeholders.
- Collaborate with cross-functional teams to facilitate project planning and program implementations for special projects
- Establish and standardise program and project KPIs for all special programs of work/projects
- Develop strategic partnerships, and regularly work on special projects and/or complex issues or projects for engagements where analysis of circumstances and information requires and in-depth evaluation and design and implement programs and facilitate organisational change to support.
- Research, and serve as the project’s expert to programs and related special projects that require support for critical initiatives working across Cricket Tasmania.
- Provide exceptional service and collaborate with Veterans Cricket Tasmania to provide communication, promotional, operations and planning support to enhance competition development.
- Create and submit reports on all D&I Programs to relevant bodies and internal stakeholder groups, executive and governance level committee as required
- Takes a lead on promoting programs and creating opportunities to all Tasmanians

Other

- Contribute to the hosting of National Championships, as required
- Manage Hurricanes Community Cup Twenty20 competition matches played in the region
- Identifies opportunities for Cricket Tasmania to broaden its offerings and sees them through to success across Community Cricket
- Work to streamline and improve existing processes, create new ones as needed, exercising both independent and collaborative judgement in selecting project methods
- Any other duties reasonably requested

Key Stakeholders

- Community Cricket Associations
- Community Cricket Clubs
- Indigenous Cricket Advisory Committee
- Inclusive sport organisations and volunteers
- Ground Authorities
- Match Officials

Child Protection

It is your duty to comply with Cricket Tasmania Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Governance

Cricket Tasmania is committed to managing risk in accordance with the processes established under its Risk Management Framework. To deliver on this commitment, you are required to be responsible and accountable for managing risk in so far as is reasonably practicable within your area of responsibility. You must at all times support the development, implementation and review of risk control and mitigation strategies and otherwise act in accordance with Cricket Tasmania's Risk Appetite level, as determined by the Board.

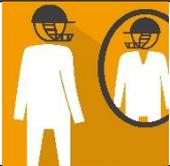
Duties under Workplace Health and Safety Requirements

It's your duty to comply with the Cricket Tasmania policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers in relation to health and safety issues at work. This means participating in workplace health and safety training and consultation, cooperating with Cricket Tasmania as required ensuring compliance with the law and reporting any incidents, hazards and near misses.

People & Culture

- Adopt a holistic view to the on-going success of Cricket Tasmania and achievement of strategic objectives
- Promote and strive for the desired culture, values and behaviours amongst Cricket Tasmania employees and related groups
- Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs
- Ensure adherence to the policies and procedures put in place by Cricket Tasmania, including but not limited to Workplace Health and Safety, Human Resources and Finance
- Ensure all relevant safety standards are maintained

How We Play – Key Behaviour Indicators

	<p>BE REAL WE'RE REAL ABOUT CRICKET'S FUTURE Show respect, talk straight. Never be afraid to challenge or be challenged.</p>
	<p>SMASH THE BOUNDARIES GO FOR IT...CHANGE THE WORLD Innovate. Be comfortable being uncomfortable. Challenge the status quo without fear of failure.</p>
	<p>MAKE EVERY BALL COUNT BE RELENTLESS... PLAY TO WIN Do what you say. Deliver. Make Decisions.</p>
	<p>STRONGER TOGETHER GO FURTHER... COLLABORATE. Embrace diversity. Listen. Customer's voice 1st. Do what's best for cricket.</p>

Key Position Requirements

Essential

- Certifications in project management or continuous improvement methodologies
- Significant operations and project management experience, driving program and process improvements including the ability to engage a broad range of stakeholders in the growth and delivery of multi-faceted programs in a range of settings to drive successful outcomes
- Advanced organisational, planning and time management skills to work to timeframes, manage workload and execute projects whilst prioritising competing demands
- Ability to lead and drive change through excellent relationship building skills across a diverse stakeholder group
- Strong communication, presentation and organisational skills with the ability to reduce complex and complicated information into clear messages
- Strong commercial awareness and business acumen
- Demonstrated ability to delivery fully integrated solutions and make decisions to best meet community cricket and stakeholder needs
- Proven ability to influence and foster strong working relationships across the organisation and with stakeholders at all levels; demonstrated ability to manage conflicting priorities, work to tight deadlines and make independent decision,
- Experience in competition management and the ability to identify methods to analyse information efficiently, using innovative and creative solutions to problems
- Current driver's licence

Desired Skills and Attributes

- Entrepreneurial mindset to take special project to the next level
- Demonstrated ability to deliver and present information to stakeholders at all levels and not afraid to challenge the status quo
- Work effectively as part of a team and contribute to local, state and national programs and represent Tasmanian Cricket in a wide range of forums
- High computer literacy with Microsoft Office with experience using computer systems (MyCricket) and databases.
- Relevant qualifications or sports administration experience
- Knowledge and/or experience of Cricket

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.