



Position Description

Title: North Coast Football General Manager

Reports to: The President – NCF Zone Management Committee

Organisational Relationships:

The General Manager is the pivotal member of the Zone's management and administration, responsible for the implementation of the Board's strategic direction and policy thus ensuring the efficient and future operation of football in the region.

The General Manager is fully accountable for the day to day management of the Zone's operation and is empowered by the Board to make decisions in accordance with established policies and procedures.

Position Objectives:

The General Manager is responsible for:

- the day to day management of the Zone's resources within an organisational context;
- executing the Zone's strategic plan;
- providing vision, leadership and advice to the Board;
- ensuring the Zone's competitions are conducted in accordance with FFA regulations and local policies;
- marketing and promoting the Zone, ensuring continued stability and growth
- ensuring the Zone meets the agreed key performance indicators as outlined in NNSWF's annual Charter Implementation Plan.

Key Functions of the Position:

Manage Zone relationships:

- Manage the administration of activities associated with the implementation of the Zone's Business Plan;
- Manage the administration of activities associated with the implementation of FFA, NNSWF and Zone's policies and procedures;

- Manage the administration of activities associated with the local implementation of NNSWF's strategic plan, policies and procedures and annual Charter Implementation Plan;
- Oversee and co-ordinate the administration of Zone competitions;
- Provide timely and informative briefings to Board on key issues and projects via accurate and relevant:
- Comply with statutory requirements as per the Constitution and other legislation's impacting on Zone's activities;
- Timely and efficient implementation of Board resolutions and decisions;
- Attend Board meetings, ensure meeting schedules are maintained and all necessary support and timely advice is provided to enable meetings to be conducted in an effective and efficient manner
- Provision of development opportunities to Board that address NCF objectives
- Responsibilities associated with the position of Public Officer of an Incorporated Association

Financial and Resources Management

- Implement finance management systems and periodically review to ensure compliance with statutory obligations and requirements;
- Advise Board in a timely manner of any factors that may impact on the Zone's financial position;
- Conduct regular reviews to ensure effective utilisation of resources;
- Prepare, monitor and review budgets in a timely manner with accurate reporting to the Board;
- Ensure risk management policies, procedures and programs are clearly defined and achieved;
- Actively pursue external funding sources; and
- Accurately record and manage the Zone's physical assets in accordance with Board policies.

People Management

- Implement human resource management plans, systems, procedures and programs;
- Comply with relevant Award requirements and legislation;
- Provide opportunities where by the skills of all staff can be continuously upgraded;
- Promote effective team work, monitor performance and reinforce appropriate levels of delegation and authority;
- Instil and maintain a positive workplace and organisation culture;
- Engage and terminate staff as required;
- Implement an WH&S program which meets all statutory requirements

- Develop systems that encourage employees to show initiative and provide suggestions.

Leadership

- Regularly assess and implement strategies to enhance performance;
- Work in partnership with the Board, staff, NNSWF and other external groups to formulate long-term plans and policies;
- Demonstrate a professional knowledge of the external environment that may impact on and/or be utilised to the advantage of the Zone.

District / Regional Focus

- Market and promote the Zone to raise awareness of its activities and competitions and attract sponsorship;
- Lead and direct Football Technical Director to enable players and coaches to attain their potential;
- Develop and maintain strong relationships within local business community; and
- Take advantage of opportunities on a regional basis that may include other levels of football management, tiers of government and the private sector

Customer Service:

- Implement appropriate strategies to assess the needs of members and to gauge the effectiveness of the Zone's service delivery;
- Assist staff in delivering effective services to members;
- Document and specify service quality levels and customer contact standards; and
- Implement strategies to facilitate effective communication with members and other key stakeholders

Clients (Customers) to be serviced:

Internal

- All Staff (full-time, part-time and casual)
- Board Members

External

- Northern NSW Football Management
- Member Club Executives

- Local Businesses (sponsors and suppliers)
- Media
- Consultant / professional service organisations

Requirements of the Position:

Knowledge & Skills: the incumbent of this position requires demonstrated competency in:

- Day to day management of organisational affairs;
- Developed leadership and management skills with the ability to work within a team environment, to guide, lead and mentor staff;
- Ability to build consensus and involve others in the development and enhancement of a strong organisation culture;
- Excellent communication skills
- Budget and administrative management;
- Demonstrated capacity for strategic thinking and the development and implementation of innovative approaches to improve operations;
- Sound business insight and ability to liaise with business leaders;
- Strong decision making and problem solving ability; and
- Strong sense of willingness to advance football locally and regionally

Desirable Qualifications and Experience

- An appropriate Degree in Business or relevant qualification.
- Current Class 1A drivers licence