



POSITION DESCRIPTION

COMPETITIONS ADMINISTRATOR

JOB TITLE:	Competitions Administrator
DEPARTMENT:	Football Operations
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Football Operations Manager
START DATE:	
END DATE:	
TYPE:	

DIMENSIONS

• Number of direct reports	
• Number of indirect reports	

PURPOSE OF ROLE

To assist NNSWF to implement successful Premier Competitions through the provision of best practice sports administration.

KEY AREAS OF RESPONSIBILITY

- Facilitate Premier Competition administration requirements
- Format Premier Competition Fixture Draws
- Facilitate Premier Competition Player Registrations
- Maintain Competition Management System
- Administer Player / Team Official infringements
- Administration of Disciplinary procedures
- Administer Off Season Competition Activities
- Process International Transfers and Interstate Travel Sanctions
- Provide technical support for MyFootballClub and FoxSportsPulse to stakeholders
- Other duties as directed by the Football Operations Manager.

KEY OUTCOMES TO BE MEASURED AGAINST STRATEGIC OBJECTIVES WITHIN THE OPERATIONAL PLAN.

SUMMARY OF KPI's;

- Satisfaction level of clubs participating within NNSWF's Premier Competitions
- Fixture Draws completed by identified date
- Premier Competition Player Registrations completed by identified date
- Accuracy and timing of results and points tables updated on Competition Management System
- Player / Team Official infringements updated and distributed weekly

- Acceptable level of adherence to NNSWF's Policies and Procedures

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Competent level of computer skills in particular, Microsoft Word, Excel, Outlook and Competition Software Programs
- Excellent verbal and written communication skills
- Well organised with excellent time management skills
- Excellent attention to detail
- Willing to approach all tasks with an equal level of motivation
- Ability to work within a team environment.
- Ability to work independently
- Keen interest in football

MAJOR INTERACTIONS

- Football Events and Operations Coordinator
- Football Operations Manager
- Senior Officer – Premier Club Development and Compliance
- Club Administrators
- NNSWF Executive and Staff
- Zone Administration Staff
- Disciplinary Commissioner

UNIQUE CRITERIA

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed: