



POSITION DESCRIPTION

MATCH OFFICIAL DEVELOPMENT AND ADMINISTRATION OFFICER

JOB TITLE:	MATCH OFFICIAL DEVELOPMENT AND ADMINISTRATION OFFICER
DEPARTMENT:	Football Operations
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Football Operations Manager
START DATE:	1 January 2017
END DATE:	

DIMENSIONS

• Number of direct reports	1
• Number of indirect reports	

PURPOSE OF ROLE

The primary role of the Premier Competitions Match Official Administrator is to improve the quantity and quality of NNSWF Match Officials by implementing and managing best practice Match Official administration and coaching structures throughout NNSW.

KEY AREAS OF RESPONSIBILITY

- Lead the development and implementation of best practice Match Official administration procedures in line with the NNSWF Review of Officiating recommendations and NNSWF Strategic Plan 2016-19
- Oversee the Match Official administration procedures and appointments for all NNSWF Premier Competitions
- Coordinate the delivery of NNSWF Match Official accreditation and educational courses
- Act as Liaison Officer with FFA in all matters relating to FFA Match Official requirements
- Develop and implement consistent mentoring programs for new and existing Match Officials throughout NNSW
- Review and monitor active Match Official retention rates and work to address any adverse trends
- Delivery of NNSWF Match Official education and training seminars
- Implement and manage the NNSWF Talented Match Official Pathway
- Assist with the provision of regular Match Official content for the NNSWF website network and social media channels.
- Oversight of NNSWF Workplace Health and Safety (WHS) policies and procedures.
- Coordination and implementation of other activities as required by NNSWF management.

KEY OUTCOMES

- 100% of Match Officials self - registered online.
- Suitably qualified match official appointed at 100% of Premier Competition fixtures.
- Achieve a Churn Rate of Premier Competition Referees of 35% or less

- Increase the accreditation standards of match officials throughout NNSW
- Establish a viable Talented Match Official Pathway throughout NNSW

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Competent level of computer skills including Microsoft Office and QuickBooks
- Excellent written and verbal communication skills
- Effective problem solving skills
- Motivated hands-on approach to all tasks
- Highly organised with a strong attention to detail
- Ability to work in a team environment
- Ability to work independently
- Project Management and program delivery experience
- Demonstrated experience of implementing WHS policies and procedures

MAJOR INTERACTIONS

- Football Operations Manager
- Northern NSW Football Executive / Staff
- Club & Referee Development Officers
- State League Referees Coaching and Advisory Committee
- State League Referee Members
- Member Zone Referee Branches
- FFA

UNIQUE CRITERIA

- Able to work weekends and perform tasks outside of normal recognised working hours.
- Intrastate travel when required
- Interstate travel if required

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed: