



POSITION DESCRIPTION

Referees Administration Officer

JOB TITLE:	Referees Administration Officer
DEPARTMENT:	Football Operations
LOCATION:	NNSWF Head Office - 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Referees Manager
START DATE:	Immediate
END DATE:	

DIMENSIONS

• Number of direct reports	0
• Number of indirect reports	0

PURPOSE OF ROLE

The primary role of the Referees Administration Officer is to provide administrative support for all activities related becoming and being a Match Official including course, registration and development activities.

KEY AREAS OF RESPONSIBILITY

- Coordinate Match Official Registrations on Play Football
- Processing of Match Official & Assessor availability information & bank account detail set-up
- Adding new Match Officials to systems, (google groups, team app, match ref, active list of refs)
- Administration of QMS system
- Administration of Match Official social media
- Administration of Match Ref system
- Admin before and during ref development camps
- Engaging with new Match Officials
- Assist in administration of incident reports
- Assist in Match Official Appointments Officer role

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

SUMMARY OF KPI's;

- All Match Officials registered on Play Football
- All Match Officials added to management systems
- Course participants provided with relevant materials by required time pre-course
- All course material marked and returned in required time
- Match Officials qualifications maintained in QMS
- Successful implementation of Match Official Development Camps
- Successful engagement with Match Officials on social media

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Good knowledge of Northern NSW Match Official landscape
- Competent level of computer skills including Microsoft Office
- 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

MAJOR INTERACTIONS

- Referees Manager
- Match Official Education & Development Coordinator
- Match Official Appointments Officer
- Weekend Appointments Offices
- Football Operations Manager
- NNSWF Referees Head Coach and other NNSWF Referee Coaches
- Premier/Zone Competition Match Officials
- Member Zone Referee Branches
- Hunter Region Match Official Appointments Administration Officer

UNIQUE CRITERIA

- Able to work weekends and perform tasks outside of normal recognised working hours

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed:
