

**Western Region Football League (WRFL)****POSITION DESCRIPTION****Manager - Football Operations**

Position: Manager - Football Operations

Department: Football Operations

June 2017

Position overview

The Western Region Football League (WRFL) has developed a position of considerable standing in the delivery of community sport. Each season the league conducts in excess of 2,000 matches involving near-on 300 teams, over 350 umpires and more than 7,000 registered players. At the WRFL, we possess an appetite and energy to be bold, fresh and 'can do', and are driven to enhance our community through the growth of our great Australian game.

The Manager - Football Operations is responsible for the operation of all senior football competitions, with a focus on providing administrative support and guidance to clubs. The role requires a willingness and ability to establish and maintain strong collaborative working relationships with clubs and other key stakeholders.

Key relationships**Reports to:**

- WRFL Chief Executive Officer.

Key relationships:

- WRFL Club Officials and Volunteers;
- WRFL Staff;
- WRFL Coaches and Umpires;
- WRFL Independent Tribunal Members and Investigation Officers;
- Local Council;
- AFL Victoria and other community league football operations staff.



Key accountabilities	<ul style="list-style-type: none">• Provide exemplary customer service to league stakeholders;• Provide timely advice, training and support as part of a broader club development strategy to ensure that each club remains competent and viable;• Deliver a graded community football competition for all ages and standards of participant;• Manage the finals series within budget;• Manage the Rules and By-laws of the competition;• Manage the operation of an independent tribunal and investigation system that protects the integrity of the competition;• Manage the player transfer and registration process;• Manage the Player Points System and Player Payment Rules;• Manage the league's senior interleague program;• Identify key opportunities for sustainable growth for the league;• Maintain club compliance with programs such as Good Sports and the AFL Community Club Improvement Program, as well as coach accreditation;• Manage all staff identified as direct appointments;• Manage and deliver accurate and timely reporting to the CEO;• Support the WRFL umpiring department in its function;• Support the WRFL staff in their respective roles;• Establish and maintain relationships with council for the provision of suitable facilities for all WRFL fixtures;• Maintain an ongoing working relationship with AFL Victoria and maximize the services on offer to the league and its clubs.
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Key selection criteria	<p>Mandatory</p> <ul style="list-style-type: none">• Established background in operations management within a sporting context;• Relevant tertiary qualification(s) (Education, Business, Sports Management);• Demonstrated ability to build dynamic and enduring relationships;• Ability to manage an extensive network of volunteers;• Highly developed verbal and written communication skills;• Demonstrated problem-solving skills;• Highly developed interpersonal, negotiation and conflict/dispute management skills and a capacity to influence others;• Demonstrated attention to detail and an ability to meet strict and recurring deadlines;• Demonstrated personal initiative and ability to work effectively in a team environment;• Developed IT skills, particularly across the Microsoft Office suite;• Current Victorian Drivers Licence;• Valid Working With Children Check;• A preparedness to work extended hours, including weekends during periods when matches are fixtured. <p>Desirable</p> <ul style="list-style-type: none">• Demonstrated knowledge of AFL Victoria's Player Points System and Player Payment Rules;• An understanding of club environments;• An understanding of 'Footyweb' and/or the SportsTG operating system.
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NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.