

# BASKETBALL HAWKES BAY: POSITION DESCRIPTION

<b>Position Title:</b>	Operations and Administration Manager	
<b>Incumbent:</b>	None (Name)	<b>Date:</b> June 2010
<b>Location:</b>	Sports House, PGA, Napier	<b>Approved by:</b> _____ (Signature of position holder)
<b>Reports to:</b>	General Manager (Title)	_____ (Signature of Chairman)

## SECTION 1: - POSITION SUMMARY

- Objective 1: To oversee the day-to-day running of the BBHB office while ensuring that systems are in place to provide a professional, efficient service to the organisation's members, clients, Directors and staff.
- Objective 2: To develop and support a programme of competitions and Tournaments in the Hawkes Region

## SECTION 2: - MAJOR ACTIVITIES

### ADMINISTRATION

#### Office Administration

KEY TASKS	OBJECTIVE
BBHB membership is maintained and updated on FIBA Organiser	<ul style="list-style-type: none"> <li>Current details of all BBHB players, coaches, officials, volunteers, teams, clubs, schools, sponsors, and others are entered in the data base</li> <li>Staff trained on the use of FIBA Organiser as required</li> </ul>
Assist with the maintenance of the BBHB Website	<ul style="list-style-type: none"> <li>Website has current information for BBHB members</li> <li>Staff trained to enter information on website</li> </ul>
Process incoming and out going mail	<ul style="list-style-type: none"> <li>Incoming Mail opened recorded in mail book and given to GM daily</li> <li>Mail distributed from GM to recipient</li> <li>Outgoing mail recorded in mail book</li> </ul>
Contribute towards maintaining up-to-date, accurate manuals, templates, forms and guidelines	<ul style="list-style-type: none"> <li>Policy, procedure and operational manuals are current and reflect the needs of the operation</li> </ul>
Provide office services	<ul style="list-style-type: none"> <li>All visitor or caller needs are satisfied</li> <li>Accurate messages are taken</li> </ul>
Establish and maintain an electronic and paper filing system	<ul style="list-style-type: none"> <li>All documentation and correspondence is filed in a logical order and within an appropriate time</li> </ul>
Provide general office and word processing support for BBHB staff and Board members; including document layout, graphics, material for external functions, mail merge, reports and designing forms, using established systems and templates	<ul style="list-style-type: none"> <li>Documents are well laid out, clear, grammatically correct and free of errors</li> <li>Final work is returned to initiator within required time frame.</li> </ul>

## Funding Applications

KEY TASKS	OBJECTIVE
Develop and update a grants application calendar in association with the General Manager and Funding Management Group	<ul style="list-style-type: none"> <li>Calendar of applications levels reflect the annual budget funding requirement</li> <li>Funders selected on basis of existing arrangements, location and funding policy</li> </ul>
Relevant documentation and quotations obtained for all grant applications	<ul style="list-style-type: none"> <li>Two quotations for all non-salary products and services relating to claims. Quotation gained reflect the quality, price and service requirements of BBHB</li> <li>Job descriptions and employment contracts obtained for all salary claims</li> </ul>
Grant applications completed to calendar schedule and funder closing dates	<ul style="list-style-type: none"> <li>All planned grants submitted on time with required detail and attachments</li> </ul>
Schedule of funding claim outcomes template updated and distributed	<ul style="list-style-type: none"> <li>Funding Claim schedule is current at all times</li> <li>GM and Funding MG members have latest information</li> </ul>
Grant applications resubmitted for unsuccessful or reduced amount claims	<ul style="list-style-type: none"> <li>Re application for unsuccessful claims resubmitted to same or alternative funder depending on the reason for decline</li> </ul>

## Meeting Support

KEY TASKS	OBJECTIVE
Develop a meetings calendar in association with GM and Chairperson	<ul style="list-style-type: none"> <li>Meeting dates for Management Groups precede BBHB Board meeting. Location, dates and timing meet member needs</li> </ul>
Book meeting rooms for Board and Management Group meetings	<ul style="list-style-type: none"> <li>Meeting room suitable for number of participants</li> </ul>
Collect reports for meetings from staff	<ul style="list-style-type: none"> <li>All relevant reports collected for distribution</li> </ul>
Attend the Official and Game Development Management group meetings	<ul style="list-style-type: none"> <li>Minutes are produced and distributed</li> </ul>

## Administrative support services

<b>General</b>	
Assist staff with the production of flyers, booklets and information documentation	<ul style="list-style-type: none"> <li>Documents are well laid out, clear, grammatically correct and free of errors</li> <li>Final work is returned to initiator within required time frame</li> </ul>
Organise photocopying or printing as required	<ul style="list-style-type: none"> <li>Produced within budget and on time</li> </ul>
Organise travel for Staff when required	<ul style="list-style-type: none"> <li>Travel organised to requirement and itinerary produced</li> </ul>

# OPERATIONS MANAGEMENT (Games, Competitions and Tournaments)

## Planning

KEY TASKS	OBJECTIVE
Develop an annual plan (including marketing) and budget for competitions and tournaments in association with General Manager (GM), Regional Development Coach (RDC) and Officials Development Officer (ODO)	<ul style="list-style-type: none"> <li>Plan and budget developed for approval by the Game Development Management Group (GDMG) meeting in October each year</li> <li>Plan to include competitions and tournaments across the region and BBNZ tournament bids</li> <li>Competitions and tournaments at all levels from miniball to masters and including special competitions e.g. Business, daytime</li> </ul>
Venue bookings confirmed for approved competitions and tournaments	<ul style="list-style-type: none"> <li>To work with RDC to coordinate venue bookings with age group and development programmes</li> <li>Booking made with venue operators</li> <li>Quotes for venue costs gained for funding applications for administrator</li> </ul>
Assist the administrator with funding applications	<ul style="list-style-type: none"> <li>Funding applications submitted on time and to include all possible costs</li> </ul>
Monthly reports of activities produced	<ul style="list-style-type: none"> <li>Reports to given to the administrator at least seven days before the Monthly OGDMG meeting</li> <li>Report distributed to OGDMG and GM with meeting agendas</li> </ul>
Attend OGDMG monthly meetings	<ul style="list-style-type: none"> <li>Meeting attended</li> <li>Minutes taken and distributed with seven days of the meeting</li> </ul>
Annual report produced for the December MG meeting	<ul style="list-style-type: none"> <li>Report to include details and summary results from all competitions and tournaments</li> </ul>

## Competition and Tournament Development

KEY TASKS	OBJECTIVE
Develop new competitions and tournaments in the region	<ul style="list-style-type: none"> <li>To work with the community including schools, Iwi, business groups, local government and local, regional and national basketball organisations to identify possible new competitions and tournaments</li> <li>To Book and confirm venues for new competitions</li> <li>To Market competitions and tournaments to target group</li> <li>To manage competitions according to policies and procedures</li> </ul>
Review existing competitions and tournaments annually	<ul style="list-style-type: none"> <li>To carry out a SWOT analysis for each competition and tournament</li> <li>To make recommendation to the GDMG on each for changes at the October meeting</li> </ul>

## Competition and Tournament Management

KEY TASKS	OBJECTIVE
Develop and maintain a Competition and Tournament operations manual	<ul style="list-style-type: none"> <li>To give a comprehensive manual for use by competition and tournament managers and contractors</li> </ul>
Establish fee structure with General Manager	<ul style="list-style-type: none"> <li>To have a fee structure that is consistent across regions</li> <li>To produce budgeted income</li> </ul>
Arrange promotion for each competition or tournament	<ul style="list-style-type: none"> <li>To contact all teams with entry form and details</li> <li>To develop and distribute a press release to all media in the region</li> <li>Arrange advertising when appropriate</li> </ul>
Develop draws and publish results for each competition using FIBA Organiser or alternative software	<ul style="list-style-type: none"> <li>Draws produced to ensure that teams have a balanced mix of game playing and score bench times</li> <li>To distribute draws to competitions/tournament and official coordinators, ODO, administrator, newspapers at least seven</li> </ul>

	<p>days prior to commencement</p> <ul style="list-style-type: none"> <li>To publish the draw and results on BBHB website</li> </ul>
Organise management coordination of all competitions and tournaments	<ul style="list-style-type: none"> <li>To decide if competition will be self managed or a contracted competition coordinator appointed</li> <li>To have signed contract with any appointed competition coordinator and provide a copy of the contract to the accounts coordinator</li> <li>To provide contracted coordinators with an operation manual and carry out an induction including arranging keys and access codes</li> <li>To collect reports from contractors of defaults and game results</li> </ul>
Manage the competition or tournament (Self or appointed contractor) according to Competition/tournament operations manual	<ul style="list-style-type: none"> <li>To arrange all necessary equipment including balls, scoresheets, timing equipment to be at the first game.</li> <li>To start all games on time and report on default games and scorebench duties</li> <li>To liaise with officials coordinator to ensure all games refereed</li> <li>To secure the venue after use</li> <li>Send results to Ops Mgr for publication in newspapers and BBHB website within 2 days of competition. Note: Tournament results must be published daily</li> </ul>
Provide assistance to contractors as required	<ul style="list-style-type: none"> <li>To ensure contractors have the required support and knowledge to run a quality competition</li> </ul>
Review competition after each competition/Tournament	<ul style="list-style-type: none"> <li>To gain feedback from the teams and officials on the competition/tournament</li> <li>To make any reasonable changes required</li> </ul>

## General

KEY TASKS	OBJECTIVE
Attend monthly staff meetings	<ul style="list-style-type: none"> <li>To report on programmes and identify issues and opportunities</li> <li>To liaise with other staff on potential coordination of activities</li> <li>To review budgets against actual financial results</li> </ul>
Assist other staff members with time critical projects	<ul style="list-style-type: none"> <li>To ensure that all BBHB programmes meet quality, budget and performance objectives</li> </ul>
To produce an annual Personal Development Programme	<ul style="list-style-type: none"> <li>Programme produced in October each year for approval by GM and GDMG</li> <li>Personal development programme objectives achieved</li> </ul>
Manage new projects from time to time agreed with the GM or GDMG	<ul style="list-style-type: none"> <li>To meet project objectives</li> </ul>

## SECTION 3 - MAJOR CHALLENGES

Development of operations manual
Expanding existing and new competitions and tournaments
Managing programme within budget
Achieving funding for programmes

## **SKILLS AND COMPETENCIES REQUIRED OR PREFERRED**

- An interest in, and knowledge of, basketball/sport in general and within the region
- Event or sports competition management experience
- Excellent verbal and written communication skills
- Competence with Microsoft Office suite of products, including Word, Outlook, Excel and PowerPoint
- Sound organisation and planning skills
- Excellent problem solving skills
- Demonstrates a flexible attitude
- Demonstrates initiative
- The ability to see through tasks in a thorough and timely manner
- Ability to work under pressure and meet deadlines
- Good interpersonal skills
- Versatility and willingness to undertake a wide range of tasks
- Ability to handle ambiguity
- The ability to work with a range of different people including coaches, players, officials, teachers, volunteers and professionals
- The ability to meet strict reporting and organisational deadlines and work in pressure situations
- Experience in office administration
- High level of competence with Microsoft Office suite of products, including Word, Outlook, Excel and PowerPoint