

WEST ADELAIDE FOOTBALL CLUB



POSITION DESCRIPTION

Position Title:	Football Operations Manager
Status:	Permanent, Full-time
Primary Functions	<p>Lead and manage the West Adelaide football department and all associated resources to develop an elite program capable of delivering on-field success.</p> <p>Manage the senior playing list and coordinate the process of identifying and attracting key recruiting targets to West Adelaide Football Club.</p>
Key Relationships/Interactions	
Reports to: Chief Executive Officer	
Direct Reports: Talent & Development Manager, Female Football Coordinator	
Internal <ul style="list-style-type: none">• WAFC staff• Coaches, support staff and volunteers• Senior and youth players• WAFC Board via Football Director	External <ul style="list-style-type: none">• SANFL Club Staff• AFL Player Managers• AFL Clubs• SANFL Staff• Community Club delegates• Parents and caregivers of players• Club coaches• Sponsors• Members

Football Operations

Key Tasks

- Manage all resources associated with the delivery of football programs within the West Adelaide Football Club
- Lead and manage the Football Department and associated support staff
- Preparation of annual football budget and monthly reporting to the CEO and Board where required
- Convene regular Football Committee meetings for ongoing management of the football programs within West Adelaide Football Club
- Oversee player welfare matters, providing assistance or direction where required
- Build strategy for the ongoing improvement of the football program
- Coordination of all medical and insurance claims for the senior football program
- Identification, recruitment and retention of appropriate staff to support the senior football program
- Coordinate the provision of all equipment and apparel for the senior football program
- Appointment and management of all senior support staff and personnel
- Coordinate and oversee player involvement in tribunal hearings and other disciplinary processes

Recruiting & List Management

Key Tasks

- Manage all aspects of the annual recruiting process for West Adelaide Football Club senior program
- Develop recruiting plans and strategies to set West Adelaide as a destination club for recruits from across Australia
- Develop and maintain the senior playing list in conjunction with relevant regulations
- Manage all player contracts and salary cap reporting requirements
- Develop list management strategies to build strength and sustainability in the senior program
- Maintenance of associated player lists in line with expectations of the Club and SANFL
- Liaison with Centre of Excellence staff to integrate youth talent into senior list management
- Develop and maintain strong relationships with the playing group and leadership group to ensure efficient interaction with all other areas of the West Adelaide Football Club

Staff Development and Human Resources

Key Tasks

- Work with the Senior Coach and Talent Manager to develop strategy for ongoing improvement of the coaching staff involved in all areas of the football club
- Implementation of screening program and records management to ensure WAFC are compliant with current legislation
- Ensure all staff are adequately trained to carry out their role and provide training where required
- Attend and contribute to regular staff meetings and scheduled training

Financial Management & Administration

Key Tasks

- Develop and implement communication and administration procedures that encourage professional and co-operative relationships with players, coaches, community clubs, schools and leagues of the West Adelaide Zone.
- Responsibility for managing club assets both financial and non-financial within established parameters
- Report to the CEO on a monthly basis regarding identified performance indicators
- Assist with Club communications and promotions as required
- Contribute to the ongoing improvement of the Club's brand and reputation
- Implementation of any other duties as directed by the Chief Executive Officer.

Work Health and Safety

Key Tasks

- Ensure compliance with relevant Work, Health & Safety requirements where appropriate

Review Process

- Annual Review in November

Person Specification

Competencies/Capabilities

Football Acumen

- Strong understanding of the football landscape at elite and semi-elite level
- Ability to contribute to talent identification and recruitment programs relating to Australian Rules football
- Well-developed football contacts network – interstate and intrastate

Interpersonal Skills

- Strong ability to develop relationships with a broad range of stakeholders
- Ability to communicate effectively and with impact at all levels
- High level communication skills

Experience/Knowledge/Attributes

- Ability to plan, organise and manage time effectively are essential
- Willingness and ability to learn and develop within the role
- High level of initiative
- Willingness and ability to work as a member of team
- Intermediate level knowledge of computer software packages including Microsoft Office suite of products or the ability to learn
- Ability to operate an online competition/player management database or willingness to learn
- Public presentation skills
- High level of self-motivation
- Flexible and adaptable approach to new tasks
- Attention to detail

Employee/Manager Sign off

<i>Employee</i>	<i>Date</i>
<i>Manager</i>	<i>Date</i>