



POSITION DESCRIPTION

POSITION TITLE	Head of Operations
REPORTS TO	Region General Manager
DEPARTMENT	Operations

Our Vision

To grow and prosper community football and netball in the Barwon region

Our Mission

To promote the sustainability and vitality of community football and netball throughout the Barwon Region by providing sound governance and leadership

Our Values

- Accountable
- Progressive
- Respectful

People and Culture Objective

Attract, develop and retain quality people and develop a high-performance culture in line with AFL Barwon's key objectives and values

Overview of Role

Reporting to the Region General Manager this role has three key focus areas:

1. To oversee the conduct of all football and netball competitions in the AFL Barwon region
2. To oversee the Operational staff of football, netball and umpiring at AFL Barwon
3. To oversee the management of the Community Club Sustainability Program for football and netball in the AFL Barwon region.

Other league or Commission based duties may also be required from time to time.



HEAD OF OPERATIONS – AFL BARWON

Responsible To:	Regional General Manager
Reporting To:	Regional General Manager
Direct Reports:	Football Manager, Netball Manager, Director of Umpiring (DOU)
Other Key Relationships:	Football Development Managers, AFL Barwon Commission & Staff, AFL Victoria Staff, AFL Barwon Region Stakeholders, Partners and clubs

KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In many cases, a duty will necessitate consultation with the Region General Manager.

GENERAL OBJECTIVES

1.	Oversee the conduct of competitions for all AFL Barwon football and netball affiliated leagues to ensure the ongoing viability and sustainability of those affiliated leagues
2.	Develop strong relationships with all club stakeholders to foster a positive image of AFL Barwon and our professional conduct of all competitions
3.	Ensure all key operational decisions made follow the AFL Barwon developed key decision-making process flowchart
4.	Ensuring focus is attributed to male football, female football, netball and umpiring when decisions are made related to competition management
5.	Manage the Operational staff to create a high performing department within AFL Barwon by providing adequate advice, guidance, support and performance management where appropriate.

ADMINISTRATION

1.	Introduce and develop the most efficient procedures, administrative templates and reporting processes that will provide the RGM and commission an up to date view of current performances and KPI's at even given time.
2.	Prepare and present regular reports to the RGM and report weekly on operational matters the RGM should be aware of (crisis management)
3	Attend Commission meetings when required, develop Agendas in conjunction with the RGM and manage meetings of AGM, Board, Presidents etc.
4.	Oversee the development of the Operational Calendar, AFL Barwon and CDFNL Handbooks, Annual reports and other printed material annually
5.	Attend to correspondence and enquires from leagues, clubs, partners, supporters and other key stakeholders where required.



6.	Provide final edit of all memorandums and correspondence for senior clubs and relevant officials coming from the Operations department
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COMPETITION MANAGEMENT	
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1.	Oversee the development and adherence of all By-Laws and Rules and Regulations for all competitions in the AFL Barwon region (Football and Netball) and enforce penalties where appropriate (fines, loss of premiership points etc)
2.	Provide recommendations to the RGM and Commission for By-Law and rule changes/adaptions annually
3.	Ensure all AFL Barwon rules and regulations are in line with AFL Victoria Country rules and regulations, including the management of player transfers, investigations and appeals.
4.	Oversee the development of all competition fixtures in conjunction with the Operations team including management of all fixture requests
5.	Oversee the conduct and manage all AFL Barwon Competitions Finals Series including the negotiation and management of facilities with local councils, host clubs and the Kardinia Park State Trust including the development of tender documents where appropriate
6.	Facilitate with the Operational staff, the arrangement of gatekeepers, ground management, bookings, security and catering/bar rights for all final's series
6.	Oversee the operational teams to manage the competition databases (Sports TG and MyNetball) to ensure such things as finals eligibility are adhered too for all competitions and find ways to improve those processes
7.	Oversee and manage the AFL Barwon investigations, regional tribunal processes, appointments of panel members and weekly hearings including facilitation of the Match Review Panel and management of all records
8.	Provide advice to the Operations team and RGM relating to rule breaches or inappropriate conduct which may require crisis management and media liaison
9.	Oversee the management of all aspects on senior representative football or netball related to the professional conduct of those matches including format, budget, coaching appointments, travel, training schedules, player selection etc

STAFF MANAGEMENT	
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1.	Conduct and manage monthly department meetings to ensure department alignment and work is completed to a high level
2.	Conduct one on one informal and formal staff meetings to guide, review, performance manage and build trusted relationships amongst the operations team
3.	Create an environment that allows staff to flourish and excel to develop into high performers
4.	Oversee a mid-year and end of year review process of all operational staff that provides appropriate feedback for improved performance



COMMUNITY CLUB SUSTAINABILITY MANAGEMENT	
1.	Oversee all aspects of the Community Club Sustainability Program for AFL Barwon including the management of Total Team and Individual Player Points for all leagues as well as management of Salary Caps.
3.	Manage and review annually the Local PPS By-Laws in line with AFL Victoria's State-Wide PPP to ensure all clubs have appropriate time to prepare and management their playing lists for the following season.
4.	Manage the AFL Barwon Player Points Committee and its make-up and ensure effective communication to all clubs and the AFL Barwon PP Appeals Committee when relevant decisions have been made to ensure transparency
5.	Oversee the Operational team to provide annual reports/presentations that show salary cap and point trends from year to year that can be used to guide decision making

OTHER	
1.	Other duties as identified and directed.
2.	Implement new initiatives into the Operational departments such as online match day paperwork to create efficiencies and remove volunteer burden
3.	Attend various competitions throughout the year including GFNL, BFNL, CDFNL, AFLBW and junior matches to gauge competition management conduct
4.	Contribute to a positive culture at AFL Barwon by living the values
	Play a key role in assisting the RGM in ensuring AFL Barwon (and affiliates) achieve budgetary position on an annual basis
5.	Assist in the planning and management of education and training related to trainers, coaches, volunteers and officials through "The Game Plan"
6.	Assist with the planning and management, in conjunction with the Business department (Commercial Partnerships Manager) of all end of season functions such as Annual Vote Counts and Presentation Nights

KEY SELECTION CRITERIA	
1.	Tertiary qualifications in Sports Management/Business or related field.
2.	Experience in Community club operations
3.	Well-developed people skills including the ability to develop and foster relationships with a wide range of stakeholders
4.	Excellent verbal, written communication skills with public relations and presentation experience.
5.	Experience and skills in developing & conducting presentations, events, etc.
6.	Demonstrated ability to work flexible hours, with excellent time management and prioritising skills.
7.	Demonstrated ability to work both independently and as part of a team to achieve KPIs



8.	Ability & willingness to work some weekends , often for several weeks straight during peak periods (e.g finals).
9.	Demonstrated high level of organisational skills.
10.	A genuine interest in football and netball, with a desire to lead growth and further development of both sports in the Region.
11.	Current Drivers license.
12.	Current Working with Children Check.

CONDITIONS OF EMPLOYMENT

Performance Review

An annual review process regarding performance will be undertaken in accordance with the AFL Barwon Commission Ltd. Staff Performance and Remuneration Review Charter