



Rockhampton Netball Association  
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## ROCKHAMPTON NETBALL ASSOCIATION INC.

### Position Description

<b>Job Description</b>	<b>Administration Officer (Fixtures)</b>
<b>Award</b>	Sporting Organisations Award 2020 <a href="#">MA000082</a>
<b>Employment type</b>	Casual
<b>Pay rate</b>	Clerical and Administration Staff  Adult employee rate – Grade 1-2, \$32.80 - \$33.85 per hour + Super Junior (Under 18) Employee Rate – Grade 1-2, \$22.96-\$23.70 per hour + Super
<b>Location</b>	Rockhampton Netball Association, Jardine Park, Allenby Street, Rockhampton
<b>Hours</b>	12 Hours per week  During Fixtures: Monday Night 5.00pm – 9.30pm Tuesday Night 5.00pm – 9.30pm Wednesday Night 5.00pm – 9.30pm  Finals held at the Association  Some additional hours may be required to assist with our Association run competitions eg. Red Rooster Carnival and Sullivan’s Carnival.
<b>Employer</b>	Rockhampton Netball Association Inc ('RNA')
<b>Telephone</b>	(07) 4900 1492
<b>Email</b>	<a href="mailto:admin@rockynetball.com.au">admin@rockynetball.com.au</a>
<b>Reports to</b>	Competitions Manager

## OVERVIEW

The Rockhampton Netball Association ('RNA') is a not-for-profit Association incorporated under the Queensland Associations Incorporations Act 1981. RNA has been in operation since 1968 and is currently located at Jardine Park, corner of Allenby Street and Lion Creek Road.

RNA is governed by a volunteer Management Committee with affiliated netball clubs as general voting members and an associate membership consisting of volunteers, players, umpires, coaches, managers and other officials required to conduct the sport of netball.

The Association provides services that include membership services, netball fixtures, canteen functions, professional development of volunteers, facility development and maintenance, events, representative netball, sponsorship and raising revenue.

## JOB SUMMARY

The Administration Officer (Fixtures) position supports the Competitions Manager and Management Committee.

The role undertakes administrative, supportive and coordination duties required to deliver focussed, high quality and efficient services to volunteer management committee, sub committees, convenors, member clubs and individual members.

The position requires a sound understanding of the sport of netball and the elements required for a sporting association to be successful and meet legislative requirements.

## WORK HOURS

Work hours are casual with a minimum of 12 hours per week with the possibility of extra hours being required during carnivals run by the association which, if required, will be on weekends. The hours required for this position are:

Monday: 5.00pm-9.30pm

Tuesday: 5.00pm-9.30pm

Wednesday: 5.00pm-9.30pm

Grand finals held at the Association

No hours will be required when fixtures are not being played. The annual calendar is released at the start of each year and this should be used as your roster for the nights/events you are required to work.

Any additional hours required outside these hours must be approved by the Competitions Manager.

## REQUIRED LICENSES/CERTIFICATIONS

- Mandatory Requirement: Current holder of Blue Card issued by The Department of Justice.
- Highly desired: Experience in office administration.
- Highly desired: Experience with the sport of netball, netball coaching or netball umpiring.

## KEY SKILL REQUIREMENTS/COMPETENCIES

1. Proficiency with computers and related software specifically, Word and Excel.
2. Experience with Xero and NetballConnect will be highly regarded.
3. Must be organised, dedicated, motivated, self-directed with a strong work ethic.
4. Must have a positive attitude, exceptional customer/member service skills and the ability to work in a team environment with conflicting priorities.
5. Knowledge of or the ability to acquire knowledge of procedures, policies, constitutions, bylaws and regulations/standards which impact upon the Association and the position.
6. Well-developed interpersonal communication skills, both written and verbal, using tact and confidentiality to interact with all levels of management and the public.

7. An ability to cope with stressful situations, analyse problems and develop resolutions and take decisive action.
8. Demonstrate good judgement, planning and decision-making.

**MAIN TASKS AND RESPONSIBILITIES**

The Administration Officer (Fixtures) position is required to undertake tasks at the direction of the Competitions Manager and Management Committee.

**Administration**

- Answering incoming calls, taking messages and re-directing calls as required.
- Dealing with email enquiries directly relating to matters that affect the immediate running of the competition.
- Data entry.
- Providing administration support to the Competitions Manager, Management Committee, Convenors and Sub Committees and volunteers.
- Maintain a safe and secure working environment.
- Ad Hoc admin duties as requested by the Competitions Manager.

**Competition**

This position assists the Competitions Manager to ensure the effective and efficient running of the following:

- All RNA run competitions including but not limited to the Traditional, Social or Summer Seasons; and
- Sullivan’s Carnival (2-day annual event).
- Any other Association run competition or events that may be offered.

**Nightly Fixtures**

- Ensuring the courts and surrounding environments are fit for play prior to the commencement of the first game.
- Working with the Umpire Convenors to ensure that all umpires have accepted their duties in NetballConnect.
- Communicating any nightly messages over the PA system.
- Receipting payments made at the office window.
- Assisting members with questions, and providing guidance where necessary, regarding Live Scoring and all other general queries relating to game day information from the office window.
- Checking scoresheets for accuracy and updating scores in NetballConnect after each timeslot.
- Recording and issuing warnings relating to any breaches to the bylaws relating to the running of the fixtures and making points adjustments in NetballConnect in accordance with the Bylaws. Report breaches of Bylaws that may result in fines to the Competitions Manager.
- Ensuring that the venue is packed up completely and correctly at the end of games.
- Escalating issues where required to the Competitions Manager.
- Available on our major days as listed on the attached calendar - Semi Final and Grand Final Day each season, Carnivals and other events.

I, ..... agree to the terms of this employment agreement as stated above and contained in the position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
RNA Competitions Manager

Date:

Date: