



## COMPETITIONS & ADMINISTRATION OFFICER

### A little about the role

#### Role Responsibilities

##### Primary Purpose of the Position

- **Junior, Premier & Indoor Cricket** – provide competition management, media, event and positive leadership to the cricket community in the ACT.
- **Office Administration** – provide effective and efficient office support to the staff of Cricket ACT through attention to detail and positive customer service.
- **Tournaments & Match Day** – provide match day support during tournaments, domestic and international match days.

### About You

#### Selection Criteria/Position Requirements

##### Knowledge, Skills & Experience

- Well-developed strategic thinking skills
- Experience in competition and/or event management
- Personal qualities aligned to the values of the organisation
- Demonstrated ability to manage work priorities
- Exceptional communication and interpersonal skills with the ability to build relationships
- Outstanding organisational skills, experience managing conflicting priorities and high attention to detail
- Strong administration skills and experience in taking minutes
- Reliable and calm under pressure
- Capable of working independently and as part of a team
- Advanced computer skills and experience working with MS applications
- Current Drivers Licence

### Key Challenges

- The ability to build rapport in the region's cricket network based on trust and respect and establish oneself as a go to person for the representative players and staff
- Prioritising workload given the often-competing demands of Departments
- Identifying and implementing systems and processes to streamline workflow and improve efficiency
- Ensuring strict attention to detail in order to promote high levels of professionalism both internally and externally
- Ensuring strict confidentiality is maintained always
- Building relationships with key internal and external stakeholders



## **About us**

Cricket ACT is the peak state sporting organisation responsible for the governance, development, promotion and administration of cricket in the Australian Capital Territory.

Cricket ACT have a number strategic imperatives for cricket in ACT including:

- Increasing the game's fan base and participation numbers
- Position cricket as the leading sport for women and girls
- Produce talented male and female cricketers
- Provide strong leadership for the cricket community
- Increase investment in the game

## **To Apply & Interviews Dates:**

**Interview Dates will be held on – 18<sup>th</sup> & 19<sup>th</sup> June 2018**

For a full position description, please contact Belinda Hotere on 0411 548 022.

To apply, please email your 1 page cover letter and CV to [jobs@cricketact.com.au](mailto:jobs@cricketact.com.au)

***Closing Date: COB 14<sup>th</sup> June 2018***