



Position Description

Position title:	General Manager - Corporate Services
Reports to:	Chief Executive Officer
Department:	Corporate Services
Position Details:	Full-time, permanent position
Date:	February 2020

Environment

Netball SA is the peak State Sporting Organisation for Netball in South Australia and is affiliated with Netball Australia. Netball is the leading women's participation sport and top team-based sport in Australia.

Netball SA is responsible for the governance, development, promotion and administration of netball throughout South Australia and has the responsibility for servicing its 33,000 members, the operations of the Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.

The Adelaide Thunderbirds is a professional netball team competing in the Suncorp Super Netball (SSN) League. The Adelaide Thunderbirds is owned and operated by Netball SA and is a key strategic component of promoting and developing the game of Netball in South Australia.

Position Scope

The General Manager Corporate Services will report to the Chief Executive Officer (CEO). This role will form part of the Executive Leadership Team and be responsible for the strategic leadership and operational performance of the budgets and financial management, Priceline Stadium, Work Health and Safety and administration of the organisation.

Responsibilities will include managing finance, Priceline Stadium operations, WHS and risk, as well as office management functions. The General Manager Corporate services will provide timely and accurate financial reports to the Board and the Audit and Risk Committee. The General Manager Corporate Services will be expected to build effective working relationships across the organisation and ensure that all systems, policies and procedures are compliant with applicable legislation, funding body requirements and aligned to best practice.

Key Relationships

- Netball SA CEO, Leadership team, Stadium staff and other NSA staff
- Netball SA Associations and Clubs
- Netball Australia and SSN staff
- State and Local Government Authorities
- Key Stakeholders, Suppliers and Contractors
- Corporate clients and sporting organisations including School Sport and Community groups

Key Areas of Responsibility

- Finance and Administration
- Information Technology and Systems
- Stadium Operations
- WHS, Risk and Compliance

Finance and Administration

- Manage the preparation of Netball SA's financial projections, budgets, reports and oversee the administration of all financial accounts
- Provide financial advice, support and guidance to the CEO to mitigate long term financial risks and develop best practice financial management plans
- Assist the CEO to ensure that financial policies, systems, and processes promote and protect the financial position of the organisation
- Manage the preparation and monitor cash flow projections
- Ensure appropriate financial controls are in place
- Collaborate with the Finance Manager to ensure the integrity of monthly financial reports and statements for Board reporting and the Audit and Risk Committee
- Oversee the preparation of annual financial statements and collaborate with external finance professionals to ensure accurate audit requirements and standards are maintained
- Monitor the wider organisational financial performance and advise and recommend appropriate risk mitigation strategies to ensure financial health
- Oversee the management of Netball SA's assets
- Oversee all Netball SA insurance policies and claims
- Work with the General Manager Commercial to look for new revenue streams

Information Technology and Systems

- Develop and implement a long-term ICT strategy which support Netball SA's strategic direction
- Work with external IT specialists, consultants, agencies or vendors to ensure the most appropriate systems or integration of multiple systems to protect the integrity of service to our members and internal stakeholders
- Keep up to date on emerging technologies and the potential effectiveness of these advancements in the current Netball SA system in relation to web resources, networks and database management
- Ensure that corporate information systems are fit for purpose and adequately maintained

Stadium Operations

- Oversee the operations of Priceline Stadium
- Empower the stadium team to manage the day-to-day service delivery of all operational areas including staff, patrons, maintenance and hirers to drive profitability and ensure customer satisfaction is high
- Work closely with the stadium team to promote a strong service culture, ensuring a delivery approach that is responsive to the operational and strategic needs of Netball SA
- Lead a culture of continuous improvement for the stadium
- Empower the stadium team to create an environment that promotes a safe, positive family friendly experience to all patrons and reflects a high-performance organisation
- Maximise revenue for the stadium

WHS, Risk and Compliance

- Develop, build and implement a strong and robust risk and compliance framework and strategy
- Manage business risk practises, providing effective risk mitigation and management across the business
- Manage WHS functions including implementation of the WHS Management Systems Manual, in line with legislative obligations
- Manage, monitor and report on Netball SA's compliance with all statutory, funding, grant, contractual & legislative obligations
- Ensure appropriate insurance policies and coverage are in place
- Ensure appropriate operating procedures and internal audit processes and controls are in place
- Coordinate, develop and implement key operational and strategic policies and processes under the guidance of the Audit and Risk Committee

Qualifications and experience

- Tertiary qualifications or equivalent experience in accounting, finance, commerce or an associated discipline is essential
- Demonstrated experience in a senior financial role with a not for profit organisation is desirable
- Highly developed skills in the management of financial and accounting functions
- Proven ability to develop, implement and manage business systems for finance, information technology, human resource management, and risk management
- Ability to develop organisational policies and procedures
- Ability to apply well developed interpersonal and communication skills to lead a team
- Demonstrated ability to administer legislative, statutory & contractual obligations
- Highly developed negotiation skills and the ability to deal with sensitive and confidential information
- Strong team player that is driven to work hard to ensure the success of the entire organisation
- Experience in communication systems and networks, internet and intranet development, data management and security
- Working with Children Check
- Current drivers' licence

Personal attributes

- Outstanding leadership and team building skills
- Ability to establish trust and empower staff
- Demonstrated capacity for delegation
- Contemporary, strategic thinker
- High level judgment and decision-making abilities
- Self-starter and highly motivated
- Innovative approach
- Commitment to quality management principles and procedures
- Commitment to the promotion of a culture of continuous improvement and efficiency
- Ability to develop relationships based on honesty, integrity and trust
- Prepared to be hands on if required
- Strong ethics and professionalism in all matters
- Drive and enthusiasm
- Courteous assertiveness
- Authenticity, warmth, empathy and good humour

Team performance

- Contribute to the overall success of the Netball SA team through open and honest communication, respect for others and reporting progress regularly
- Take a proactive role in fostering a positive and success-driven culture within Netball SA
- Participate in the Performance Development Review Process which includes regular review of performance against the responsibilities and performance objectives
- Perform the responsibilities of the role in a manner which reflects and responds to continuous improvement
- Willing to go outside the role to help others in times of peak demand
- Demonstrates and adheres to the values of Netball SA

Special requirements

- The successful applicant will be required to satisfy the requirements of a National Police Check and Working with Children Check
- Some interstate and/or intrastate travel may be required
- Some out of hours work may be required

Governance

It is your duty to comply with the Netball SA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Understand and ensure 100% compliance for the Adelaide Thunderbirds to SSN contracting and compliance guidelines as stated by Netball Australia.

Workplace Health and Safety Requirements

We are committed to protecting the health, safety & wellbeing of all of those that work with us.

Your duties are to:

- Comply with all Netball SA policies, procedures and relevant legislation
- Comply with all reasonable instructions from managers in relation to health and safety
- Take reasonable care of your own health and safety
- Ensure your actions or omissions do not adversely affect the health and safety of other persons
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism
- Complete relevant health and safety training

ACKNOWLEDGEMENT

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Employee:

Name of Employee:

Date:

Signed by Department Manager:

Date: