

HEALTH

ACHIEVEMENT

ENJOYMENT

BELONGING

RESPECT



Job Title:	Sport Business Manager		
Position Status:	Permanent Full Time		
Reports To:	Executive Director		
Division & Classification:	Management	Direct Reports:	3
Salary:	Circa \$80,000 plus 9.5% Superannuation – dependent upon experience and qualifications	Current as:	July 2016
Employment Conditions:	<p>Triathlon Western Australia staff are employed in accordance with the terms and conditions negotiated in alignment with the National Employment Standards and under the National Sporting Award.</p> <p>Office hours are generally 9.00am to 5:00pm weekdays with weekend and evening work expected during peak times</p> <p>Please refer to Service Contract for additional conditions and standards.</p>		
<p>Triathlon Western Australia is the State Sporting Organisation responsible for the development, promotion and governance of the sport of triathlon throughout Western Australia. Triathlon Western Australia is a not for profit organisation which is governed by the Board of Triathlon WA. Triathlon WA is one of eight State/Territory Associations, which make up the membership of the national body, Triathlon Australia.</p> <p>Triathlon WA's purpose is to grow, strengthen and connect the triathlon community in Western Australia through membership, clubs, programs and major events. This is achieved by delivering on our key focus areas and enablers:</p> <ul style="list-style-type: none"> • Engagement – A sport where everyone feels connected and to which anyone can connect • Access – A sport that anyone can do • Pathways – A sport where everyone has the opportunity to achieve to the level to which they aspire • Clubs – A sport of thriving clubs, building communities • Partnerships – A sport of collaborative partnerships, enhancing value • Organisation – A sport in safe hands • Busselton Festival of Triathlon – An iconic Western Australian event 			
POSITION PURPOSE & ACCOUNTABILITY	<p>The Sport Business Manager will provide operational and business management support as well as overseeing Triathlon WA's sport development functions. The role will manage new initiatives and programs and develop relationships with a broad range of key stakeholders. The role will manage the operational needs of Triathlon WA that enhance the business performance and growth of the organization. The position will also ensure that our Sport Development goals in the areas of clubs and membership, participation programs and athlete and coach development are being achieved.</p>		
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Executive Director • TWA Staff • Triathlon Australia Staff 		

	<ul style="list-style-type: none"> • Triathlon WA Coaches • Government partners and stakeholders including DSR, Venues West, WAIS & Local Government • Other Sport Representatives • TWA Corporate Partners & Sponsors
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MAJOR ACCOUNTABILITIES

ORGANISATION AND BUSINESS DEVELOPMENT	<ul style="list-style-type: none"> • Implement new projects and initiatives that progress key outcomes from Triathlon WA’s strategic plan and enhance the business and operational performance of Triathlon WA • Support the Executive Director in the development and monitoring of the annual operations plan including reporting against the achievement of Key Performance Indicators and achievement of planned outcomes. • Produce reports for key stakeholders and government partners as required • Monitor the performance of all program areas and make recommendations for improvements where appropriate • Review contemporary practices and consider innovative methods to improve Triathlon WA’s operations and the delivery of membership and participation focused services • Manage the collection of data that can be used to better inform the sports decision making processes • Oversee Triathlon WA’s internal business systems and general office operations and provide support to staff as required • Address any concerns or issues from members and clubs as they arise ensuring a high level of customer service is provided
PROGRAMS AND INITIATIVES	<ul style="list-style-type: none"> • Lead the implementation of innovative initiatives that provide a value proposition for new markets to connect with Triathlon WA and member clubs. • Identify new opportunities for Triathlon WA to form strategic partnerships with key stakeholders that deliver mutually beneficial outcomes and deliver increased participation and growth • Work closely with government partners to identify opportunities that support the achievement of mutually beneficial outcomes and increase participation in priority target areas such as Para-triathlon, women and juniors. • Provide line management supervision to the staff within the Sport Development Business unit. • Work closely with the Clubs and Membership Coordinator to implement a club capability building program that develops a community of thriving triathlon clubs • Support the Junior Programs Coordinator to increase the profile and presence of triathlon with a focus on clubs, schools based participation and in regional areas • Support the Athlete and Coach Pathways Coordinator to deliver athlete and coach development programs that supports athletes and coaches on the pathway to achieving success
FINANCE AND REPORTING	<ul style="list-style-type: none"> • Develop, manage and monitor relevant program budgets and ensure budget targets are met • Prepare reports as requested by the Executive Director • Prepare report for Triathlon WA Annual report • Prepare reports and acquittal for grant funds as required

IRONMAN 70.3 BUSSELTON EVENT SUPPORT	<ul style="list-style-type: none"> • Provide support to the Events Manager for Ironman 70.3 Busselton as required in the lead up to the event • Attend the Ironman 70.3 Busselton for 5 days during the first week of May each year to support the Event Manager
WEBSITE & COMMUNICATION	<ul style="list-style-type: none"> • Play a pro-active role in providing appropriate content to assist the Events and Marketing team maintain an up to date and vibrant website and social media channels. • Work closely with staff to ensure quality content is produced and communicated regularly for their specific program areas of club & membership, junior programs and athlete and coach pathways.
PERSONAL COMPETENCY REQUIREMENTS	<ul style="list-style-type: none"> • Is able to persuade, convince, challenge and influence others to achieve effectiveness. • Is able to demonstrate vision, introducing long-term plans for Triathlon WA; delivers innovative business ideas and eliminates non-value added activities • Is able to plan and organize resources and people and prioritize according to demands at any particular moment • Is able to objectively and systematically analyze problems in order to make the right decisions • Is able to logically analyze, collate and process complex information to draw conclusions that enable the right decisions to be reached • Understands that good customer service is paramount to TWA Business

SELECTION CRITERIA

ESSENTIAL	<ul style="list-style-type: none"> • Minimum five (5) years experience working in an organisation with responsibility for implementing new and innovative initiatives which have delivered business growth • Demonstrated ability to engage with existing and new stakeholders • Demonstrated understanding of the needs of member based organisations • Relevant Tertiary qualification (e.g. Sports Management, Business) • Enthusiastic and motivated with a drive to do things better and a 'can do' attitude • High level communication and customer focused service skills • Able to manage competing priorities and manage workload • Highly computer literate with a broad understanding of information technology and its application • Ability to work independently as well as a senior member of a team that operates within a local/national matrix • Current "Working with Children Check" and National Police Clearance
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