

# POSITION DESCRIPTION



## OVERVIEW

<b>TITLE</b>	Junior Team Manager
<b>DEPARTMENT</b>	National Teams - Operations
<b>LOCATION</b>	Sydney (Head Office) / NSW
<b>REPORTS TO</b>	GM Women's National Teams
<b>WORK TYPE</b>	Full-Time Permanent
<b>HOURS/DAYS PER WEEK</b> <i>(part-time, casual or contractor only)</i>	
<b>START DATE</b>	ASAP
<b>END DATE</b> <i>(FT/PT fixed term contract or contractor only)</i>	

## ACCOUNTABILITY

<b>Number of direct reports</b> <i>(How many people directly report into this role?)</i>	0
<b>Number of indirect reports</b> <i>(How many people indirectly report into this role?)</i>	0
<b>Budget responsibility in \$</b> <i>(State whether prime, shared or contributory responsibility)</i>	

## ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

## OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all

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3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

## BACKGROUND & PURPOSE OF THE ROLE

- Working as part of a multi-disciplinary team to support the performance of National Teams in preparation for and during competitions.
- To work closely with the Head Coach of the assigned team, General Manager – Men's or Women's National Team, and Head of National Teams to successfully plan and manage the operational, logistical and administrative activities for the assigned team.
- The role includes preparation and attendance at all scheduled assemblies including camps, tours and/or competitions throughout the calendar year or as directed by Football Australia.

## ROLE RESPONSIBILITIES

- In consultation with the Head Coach of the assigned team, develop and maintain consistent high-performance team program design and implementation.
- Systematically and strategically manage, administer and arrange all operational team matters pertaining to a National Team Assembly, including but not limited to flights, hotel accommodation, meals, on-ground transfers, visas, security, training venues, equipment, match kits, scheduling, appointments and meetings.
- Manage the 'day to day' requirements for National Team Assemblies ensuring seamlessly operations.
- Manage and oversee all team off-field, training and match apparel and other team equipment requirements in collaboration with the National Teams Equipment Manager.
- Communicate with all relevant stakeholders regarding player selections and where applicable, player release letters for clubs, institutes, teams or programs.
- Actively engage other Member Associations for potential international matches.
- Ensure all National Team staff, either technical, medical, sports science, administrative and remaining operational personnel, where reasonably practical and possible, are serviced and purposefully resourced.
- Administratively adhere to all tournament and competitions (and other matches) reporting processes and requirements within the prescribed timeframes.
- Ensure strict compliance with all related and applicable regulations and policies, including from Football Australia, FIFA, AFC, ASADA, AOC and other relevant stakeholders for all tournaments, competitions, matches and general team operational and functional matters.
- Ensure all National team staff possess a current paid Working With Children Check and are all suitably qualified, skilled and/or experienced for their specific function.
- Oversee and ensure the health, wellbeing and safety for all players and staff.
- Administer the initial process to assist in the player naturalisation process.
- In consultation with the Head Coach, develop forecasts and manage the team operational budgets while ensuring expenditure remains aligned with approved amounts.
- Manage the invoicing process for accounts receivable and payable for all National team staff, contractor staff and other service providers.
- Apply sensible work-related use and expense only for Football Australia's corporate credit card.
- Manage the personal 'cash expense' reimbursement process for all stakeholders.

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- With a prearrange and approved amount, provide authority and sign-off to any National Team expenses.
- Ensure compliance with any financial matters.
- Pursue other revenues for funding for National Team activity in relationship with Football Australia's Government/International Partnerships Department.
- Liaise and maintain regular, up-to-date communication particularly with National Team staff and players and other relevant stakeholders.
- Maintain strong and cooperative relations with all stakeholders, particularly and importantly, domestic and international clubs, other Member Associations, FIFA, AFC, AOC, AFF, Sport Australia, the PFA, sponsors and/or commercial partners, media and other Member Confederations (where and if applicable).
- In collaboration with the respective Head Coaches, lead, manage and develop a high performing team, ensuring regular consistent feedback that contributes to the ongoing growth and success within the team.
- Consistently display leadership behaviours and qualities that become contagious amongst staff and players.
- Assist the National Teams Unit and other team managers, including other 'department related projects', as required.
- Assist other National Teams as required.

## ROLE OUTCOMES/ DELIVERABLES

- Seamless logistical arrangements for team assemblies.
- Firmly positioned financial, accounting and budgetary foundations.
- Fully equipped and well supported team staff and players prepared for peak performance.
- Leadership and cultural improvements within the team.
- Robust positive working relationships with all National Team stakeholders.

## MAJOR INTERACTIONS

- General Manager – Men's and/or Women's National Teams
- Head of National Teams
- Head Coach of assigned team
- Staff of assigned team
- Players of assigned team
- Team Managers
- National Teams Equipment Manager
- National Teams Unit General Managers and staff
- Various Football Australia Departments
- Australian and overseas clubs
- Professional Footballers Australia
- Australian Professional Leagues
- State Member Federations
- Fédération Internationale de Football Association
- Asian Football Confederation
- ASEAN Football Federation
- Australian Sports Commission and Australian Institute of Sport
- Australian Olympic Committee

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- International Member Associations
- Local Organising Committees
- Player agents
- Australian Sports Anti-Doping Authority
- Match agents
- Various National Team Service Providers
- Match Officials

## KNOWLEDGE, SKILLS, AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication, with proven ability to develop policy documents and reports.</li> <li>• Outstanding budgetary management experience and skills.</li> <li>• Ability to positively influence and work collaboratively with a range of stakeholders across all levels of the sport, including the Football Australia business.</li> <li>• Ability to work with the assigned team's coaches, staff and players to achieve objectives successfully.</li> <li>• Inspirational and motivational individual to assist with creating a motivated and positive team environment.</li> <li>• Experience working with athletic teams and knowledge of their culture.</li> <li>• Demonstrated understanding of the objectives and principles relating to elite player development and creating high performance environments.</li> <li>• Represent Football Australia with integrity and in an honest, ethical and professional manner.</li> <li>• Maintain a high level of confidentiality.</li> <li>• Excellent network-building and relationship management capabilities.</li> <li>• Understanding and respectful of other cultures.</li> <li>• Ability to problem-solve efficiently and effectively with a positive outcome or solution.</li> <li>• Maintain calmness when under-pressure or placed in a high-risk situation.</li> <li>• Ability to uphold professional standards.</li> <li>• Ability to work autonomously.</li> <li>• Exceptional organisational and time management skills with the ability to prioritise tasks.</li> <li>• Meticulous attention to detail.</li> <li>• Extraordinary project management skills and ability to multi-task.</li> <li>• Possess an outstanding work ethic and willingness to remain committed to a task or project.</li> <li>• Ability to plan strategically and methodically.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience and participation at international sporting tournaments and/or competitions.</li> <li>• Understanding of the Men's and/or Women's football landscape and culture domestically and internationally.</li> </ul>

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QUALIFICATIONS	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Sports Management Degree or similar, or minimum 5 to 7 years industry experience with primary focus on sport (team) management and operational planning and implementation.</li> </ul>
<b>Desirable</b>	
UNIQUE CRITERIA	
<p>The following selected items identify the requirements of the role</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Out of hours and weekend work</li> <li><input checked="" type="checkbox"/> Intra and/ or Interstate travel</li> <li><input checked="" type="checkbox"/> International Travel</li> <li><input checked="" type="checkbox"/> Significant periods of work away from home</li> <li><input checked="" type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</li> </ul>	
ADDITIONAL REQUIREMENTS	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> National Police Check</li> <li><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</li> <li><input checked="" type="checkbox"/> Full working rights in Australia</li> <li><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</li> <li><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</li> </ul>	