

POSITION DESCRIPTION



OVERVIEW

TITLE	Manager - Projects
DEPARTMENT	CEO Office
LOCATION	Flexible
REPORTS TO	General Manager - Projects
WORK TYPE	Full-Time Permanent
HOURS/DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	

ACCOUNTABILITY

Number of direct reports <i>(How many people directly report into this role?)</i>	0
Number of indirect reports <i>(How many people indirectly report into this role?)</i>	0
Budget responsibility in \$ <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

After working through the separation of the APL from Football Australia's core governance responsibility and the significant impact the COVID 19 pandemic had on the sporting industry in Australia, the past 4 years have seen Football Australia rebuild our business back to its pre-pandemic financial position. Off the back of the successful FIFA Women's World Cup 2023, our organisation's growth has placed a high demand on our leadership to deliver and manage a significant portfolio of strategic projects. This role will be responsible for the management of a new Football Australia's Project Office including the ongoing implementation of key projects for the organisation.

ROLE RESPONSIBILITIES

- Manage the establishment of Football Australia's Project Office
- Work with Football Australia's Leadership team to establish a consistent project management methodology across Football Australia's organisation including recommendation on a Project Management digital system to support consistent project implementation
- Manage Football Australia's responsibilities to the FIFA Forward 3.0 and AFC Enhance programs. Ensure these programs align with Football Australia's key strategic outcomes for our stakeholders
- Manage the delivery of Football Australia's Board approved strategy
- Manage the process of project prioritisation for Football Australia
- Manage the implementation of Licensing / Servicing Agreements with Football Australia's Member Federations to deliver all community programs to a standardised Nationally compliance model

ROLE OUTCOMES/ DELIVERABLES

- Establishment of Football Australia's Project Office
- Establishment of Project Management methodology for Football Australia
- Implementation of time frame and prioritisation of Football Australia's projects
- Develop strong relationships with Football Australia's Leadership Team and sub working groups established
- Full compliance with FIFA Forward 3.0 and AFC Enhance programs
- Delivery of Licensing / Servicing Agreements with Football Australia's Member Federations to deliver all community programs to a standardised Nationally compliance model
- Support the General Manager - Projects on the delivery of current Football Australia prioritised projects including MiniRoos Brand & Program changes, Cost of Football, Football Australia's First Nations strategy, Football Australia's participation strategy and support for the roll out of Football Australia's Let's Play Football registration platform and new Technical Model.

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MAJOR INTERACTIONS

- All Executive Leadership Team members
- Football Australia's Member Federations Team
- Football Australia's Member Federations
- National Indigenous Advisory Committee
- Any other Football Australia sub committees as per prioritisation of projects
- External Football Australia stakeholders as required including FIFA Forward, AFC Enhance and Member Federations

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • 2+ years of demonstrated senior level strategy development and implementation • Experience interacting with Senior Colleagues / Clients – strong ability to develop relationship and unite internal and external stakeholders to a common purpose • Excellent problem solving and conflict management skills • Strong communication skills (verbal & written) • Strong skills in Microsoft Office products
Desirable	<ul style="list-style-type: none"> • A previous Senior leadership role in Australian Football or prior experience in a Senior role working in Football • Management Consultancy Experience • An understanding of the Global sports landscape with a preference to the unique environment governing Australian Football

QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Bachelor of Business (Strategy/Management/Marketing/Projects) or • Bachelor of Management / Business / Sport
Desirable	<ul style="list-style-type: none"> • Other Project management Qualifications / Professional Development or • A Postgraduate Management qualification

UNIQUE CRITERIA

The following selected items identify the requirements of the role

- ☒ Out of hours and weekend work
- ☒ Intra and/ or Interstate travel
- ☒ International Travel
- ☐ Significant periods of work away from home
- ☒ 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

ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

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- ☐ National Police Check
- ☒ 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)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)