

POSITION DESCRIPTION



OVERVIEW	
TITLE	Refereeing Operations Lead – Capital Football
DEPARTMENT	Referees
LOCATION	ACT
REPORTS TO	Refereeing Manager – Capital Football
WORK TYPE	Full-Time Fixed Term Contract
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>	30 October 2024

ACCOUNTABILITY	
Number of direct reports	1
Number of indirect reports	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	Contributory

ABOUT US

Football Australia (FA) 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

- The main purpose of the role as Operations Lead - Refereeing is to lead the administration and operational requirements of Capital Football's refereeing department. The role will be the conduit between the Capital Football Referees department, CF Events department and CF Competition Staff for operational matters relating to match officials appointed to local competitions within Capital Football
- The role is aligned with the XI Principles for the Future of Australian Football, specifically principle VI - Creating world class environments for coach and referee development, which is to provide the appropriate administration support, and logistics for our elite match officials operating on the A-Leagues, Australia Cup and International Football

ROLE RESPONSIBILITIES

- Manage the administration of the Refereeing department, including contractual deliverables (e.g. uniforms)
- Coordination of logistics for match official seminars, courses, workshops and events including tournament and matches
- Coordination and distribution of correspondence including appointments for local competitions
- Manage operational aspects such as accreditations, passes, travel bookings for local and national pathway events where CF provide match officials
- Liaise with competition stakeholders for operational matters relation to NPL and community football competitions
- Management of the match official payment records and reconciliation for Finance department
- Management of online learning and referee management systems including appointments
- Collection and provision of data to assist Refereeing Manager – Capital Football with selection processes for talent identification of match officials

ROLE OUTCOMES/ DELIVERABLES

- Drive operational efficiencies and reduce duplication of roles undertaken by the refereeing department
- Develop systems and structures which enhance the operational improvement of the department
- Effective operations of the refereeing department and its requirements on the day and in the lead up to match days, seminars and other events

MAJOR INTERACTIONS

- CF Refereeing Manager
- CF Referee Department
- GM – Community Refereeing
- FA Head of Referees

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- CF CEO
- CF Competition and Participation Staff
- CF Club Staff & Volunteers
- CF Events Department
- Suppliers and contractors

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Excellent administrative skills • Excellent stakeholder management • Excellent communication skills • Good technology skills and understanding
Desirable	<ul style="list-style-type: none"> • Football refereeing knowledge will be highly desirable • Previous experience in a similar role will be highly desirable • Experience in managing large scale logistics

QUALIFICATIONS

Essential	
Desirable	<ul style="list-style-type: none"> • Degree in Sports Administration/Management or similar

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

- National Police Check
- International Police Check
- 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)