



Southern Tasmanian Netball Association
PO Box 310 Moonah TAS 7009
Ph 03 6228 0760
www.stna.org.au
ABN 72 028 122 099

Position Description - General Manager

Hours of Work	1.0 FTE (38 hours per week)
Salary and Conditions	As Negotiated / Common Law Contract
Location	This role is located at the Hobart Netball & Sports Centre (HNSC), Main Road New Town. Some local travel and flexibility in working days may be required
Position Summary	The General Manager is the key leadership role representing the STNA. The role provides leadership and oversight of the HNSC and the STNA's netball programs and competitions to ensure they are well-integrated, effective and aligned with the operational and strategic priorities of the Association
Reporting	This role has two (2) direct reports and the role reports directly to the STNA Board with the STNA President being the delegated supervisor. The role is also required to work effectively alongside a core group of volunteers, delegating tasks, providing guidance and supervision as required
Qualifications and Skills	This role requires a combination of experience, expertise and competence sufficient to perform the duties required at this level. This may have been attained through previous appointments, service and / or study
Personal Attributes	<p>Personal Attributes</p> <ul style="list-style-type: none">- Leadership: Assumes responsibility to make decisions and effectively leads, motivates and inspires people to take action.- Evaluative: Excels at examining information, asking probing questions, documenting facts and interpreting data in an objective manner.- Communicative: Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.- Resilience: Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations. <p>Behavioural Expectations - We aim for everyone to have a positive experience within our Association, and for all staff to contribute toward creating a culture that is safe and supportive by:</p> <ul style="list-style-type: none">- Treating everyone with fairness, equity and respect.- Ensuring the workplace is an inspiring and safe place to be.



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	<ul style="list-style-type: none">- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.
Role Responsibilities	<p>Provide strategic and operational advice to the STNA Board of Directors and oversee the day-to-day business operations of the STNA by:</p> <ul style="list-style-type: none">- Providing management and leadership to STNA staff including recruitment, induction and annual performance reviews- Developing, monitoring and reporting against annual STNA strategic and operational plans- Proactively manage the risk and compliance requirements of the Association and ensure that effective systems and processes are in place, including the development of organisational policies and processes as required- Managing the financial requirements of the Association against budget (e.g. invoicing, accounts payable, payroll and BAS)- Identifying and developing recommendations to strengthen the financial position of the Association (e.g. sponsorship, borrowing and investment strategies or grant funding opportunities)- Ensuring systems and processes are in place and all documentation and record keeping responsibilities are met, including but not limited to membership registrations, correspondence and competition records (e.g. honour boards)- Identifying and developing recommendations to safeguard and strengthen the Association's online and cyber security standards (e.g. file server maintenance / storage / backups)- Overseeing the coordination of administration support to the STNA Board of Management including the coordination of Board meetings, annual reports and other governance requirements- Coordinating the Association's communication activities including social media, website, media relations, printed collateral, newsletters and noticeboards- Providing oversight to the delivery of key STNA events and awards (e.g. season opening day, Premier League MVP, presentation dinners)- Being the Association's key point of contact for STNA key stakeholders and participating in workshops, meetings and forums to advance the interests of the Association (e.g. Netball Tasmania, City of Hobart and / or the State Government). This may also involve dispute resolution processes if required.



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	<p>Manage the operational requirements of the Hobart Netball & Sports Centre by:</p> <ul style="list-style-type: none"> - Managing sub-contracted service providers (including HNSC canteen lease) - Managing the HNSC's annual maintenance schedule (including asset replacement) and all arrangements for cleaning and security - Ensuring the Association is meeting all regulatory compliance requirements (e.g. OHS, emergency management, fire safety, parking, waste and building regulations) - Ensuring systems and processes are in place to manage venue bookings, coordinating closely with key stakeholders including the STNA Netball Manager to prioritise and balance competing access requirements - Managing capital works within budget, as required.
Selection Criteria	<ol style="list-style-type: none"> 1. At least three years' experience in a similar position in business management, facility management or program management. Experience in sports facility operations or sports program administration will be looked upon favourably. 2. Demonstrated ability in leading a small team and developing a strong performance culture. 3. Proven financial management skills, and the ability to develop and monitor budgets. 4. Excellent interpersonal skills, with the ability to professionally engage with a diverse range of stakeholders, including sponsors, players, officials and volunteers. 5. Excellent verbal communication skills and sound written skills with demonstrated ability to provide effective and practical advice and solutions. 6. Competent computer skills and practical knowledge of a range of web-based applications. 7. Sound understanding of risk management principles and work health and safety practices in a sport facility environment or the ability to quickly acquire this knowledge. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in the role and responsibilities of a member based not-for-profit sporting organisation, and reporting to a Board of Directors. 2. First Aid Certificate (or willingness to obtain this certification).

Effective Date: April 2025



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Essential Requirements	A satisfactory Working with Vulnerable Person Registration and National Policy Check is required Current drivers licence Physical mobility is required (lifting of 10-15kg)
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Competency Framework – General Manager			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience and Courage	4	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	4
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	4	Finance	3
Plan and Prioritise	4	Technology	2
Think and Solve Problems	4	Procurement and Contract Management	3
		Project Management	2
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	4		
Lead, and Develop People	4		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	4		
Manage Reform and Change	3		

It is agreed that these are the primary requirements for the position of General Manager. However, there is an expectation that this position may perform, or learn other duties, as required by the STNA.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the STNA therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

General Manager

Employer Signature _____ Date _____

President - STNA