



# Position Description

**Position Title:** State Manager (ACT)

**Classification:** Level 3 Management Level (TFA Certified Agreement, 2020-2024)

**Reports To:** Alliance States Manager

## Introduction

Touch Football Australia Incorporated (TFA) is the governing body for the sport of Touch Football in Australia. TFA has a strategic alliance with the National Rugby League (NRL) through the Australian Rugby League Commission, hence the sport being known as NRL Touch Football.

Touch Football is a sport that is thrilling, enjoyable and accessible to all. TFA is responsible for the overall leadership, management, administration and development of Touch Football across the nation and has over 675,000 people participating annually.

TFA has four operating principles; we rip in, stick tight, take the high road and are forward focused. Operating with these principles, our core focus is to enhance the experience and grow the sport.

## Location

Touch Football ACT Office, Deakin

## Primary Purpose of the Role

To lead the delivery of competitions and drive the expansion of Touch Football while ensuring operational management, administration and reporting requirements are met in the locality.



## **Job Responsibilities**

- » Lead the coordination and management of the ACT STAC in accordance with the Terms of Reference.
- » In partnership with the Canberra Raiders assess the current relationship and recommend areas for improvement to ensure better alignment in the operating environments.
- » Lead stakeholder engagement with partners including but not limited to Government, NRL, NRL Clubs, competition participants and commercial partners.
- » Manage delivery of initiatives aligned to government grants and grow government investment in the location.
- » Manage the deliverables related to national and state based commercial partnerships.
- » Develop and implement a Participation Plan aligned to the TFA Participation Plan.
- » Lead staff in the development and delivery of an effective schools and junior strategy with competition growth the key outcome.
- » Lead the Competitions Coordinator to achieve growth in centrally managed competitions through market leading competition delivery.
- » Develop, manage and monitor state budgets ensuring programs are delivered within the approved parameters.
- » Prepare annual and progress reports as required.
- » In conjunction with the Alliance States Manager and HR representative, manage all HR related functions for the state.
- » Monitor the performance of staff and review the relevant position descriptions and provide recommendations to the Alliance States Manager on structural requirements.
- » Review and assess customer experiences to ensure a constant improvement environment exists.
- » Provide advice, policy development and decision-making support to the Alliance States Manager and where appropriate Leadership Team of the organisation.

## **Key Relationships**

- » Work closely with and under the direction of the Alliance States Manager and Leadership Team of Touch Football Australia.
- » Work closely with local rugby league community, particularly the Canberra Raiders.
- » Work closely with New South Wales Touch Association as an Associate Member.
- » Liaise closely with the STAC.
- » Work with relevant TFA personnel and lead ACT operational staff.
- » Work with relevant personnel in various levels of government.
- » Provide customer service to participants, affiliates, volunteers and partners.

## **Key Selection Criteria**

- » Previous experience in sport management and program delivery.
- » Proven experience working with volunteers in a non-profit environment.



- » Demonstrated experience and skills to work within a specific budget, operational plans and strategic plans.
- » Experience in working in a diverse team to achieve planned outcomes.
- » Excellent written and oral communication skills supported by interpersonal skills of a high order.
- » Demonstrated ability to consistently display customer services principles, practices and attributes.
- » Demonstrated computer literacy and competence in particular excel and database tools.
- » Demonstrated initiative and self-management.
- » Capacity to work outside of normal working hours and undertake travel as required.
- » Current drivers licence and access to personal vehicle.