

JOB TITLE	Executive Manager – Bowls
DATE	13/1/2023
REPORTS TO	Chief Executive Officer
DIRECT REPORTS (3)	Sport Coordinator, Umpire & Coach Coordinator, BowlsLink Coordinator
KEY STAKEHOLDERS	Sport Committees, Club, Zone & District Administrators, Bowls Australia

POSITION DESCRIPTION

Position purpose	To lead and govern the delivery of the Sport of Bowls in NSW
Main tasks	<p>Core objectives include:</p> <ul style="list-style-type: none"> • Oversee the delivery of all BNSW Sport events and activities • Manage and lead the Sport team • In consultation with the State Match Committee, annually deliver the Sport Calendar • Engage with Clubs, Zones, Districts in a professional manner • Maintain strong working relationships with Clubs, Zone and District administrators • Service the Match, Selection, Umpire and Junior Committees through strong administration and Governance • Oversee the BowlsLink database and BowlsLink education program • Oversee the delivery of coaching and umpiring programs • Develop the NSW State Pathway programs • Regularly engage with Regional Bowling Managers • Refine and develop the State “Conditions Of Play” annually with the State Match Committee <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p>
Other Duties	<ul style="list-style-type: none"> • Fulfil other duties as required by the CEO
Required qualities Desired competencies	<ul style="list-style-type: none"> • Strong understanding of the sport of lawn bowls • Ability to embrace new technology • Knowledge of lawn bowls’ laws & NSW Conditions Of Play • Understanding of Bowls Club, Zone & District Governance • Understanding of Membership based sporting organisations • A developed network of contacts across Bowling Clubs, Zones & Districts

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Relevant tertiary education
Experience	<ul style="list-style-type: none"> • Strong bowling experience essential

- Bowls Club, district, zone management or committee experience
- Experience working in a fast-paced environment
- Experience mitigating conflict through good Governance
- Broad stakeholder management experience
- Experience managing conflicting priorities

Skills & competencies

- **Member focused:** committed to providing exceptional member service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** strong attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Note: On the job training & professional development opportunities will be provided to the successful candidate.

Personal attributes

- Positive and outgoing
- Professional
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail
- Confident in delivery
- Willingness and a positive approach to change

Other

- Advanced working knowledge of Microsoft Word, Excel and PowerPoint essential
- NSW drivers' licence (Essential)
- Working With Children Check (Or an ability to obtain)
- Ability to travel and regularly work out of hours

Location

The role will be based at Bowls NSW Headquarters Level 5, 309 Pitt Street, Sydney, NSW, 2000

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by the CEO and the Board and as necessitated by the development of this role and the development of the business.

Salary

The role offers a base salary of \$100,000 to \$120,000 depending on experience.

Application process

To apply for the role, please send a copy of your CV and a cover letter of two pages maximum to communications@bowlsnsw.com.au

Closing date

Friday 20 January 2023 at 6pm