



POSITION DESCRIPTION

Hunter Region Match Official Administration & Appointments Officer

JOB TITLE:	Hunter Region Match Official Administration & Appointments Officer
DEPARTMENT:	Macquarie Football
LOCATION:	3 Main Road, Boolaroo 2284
REPORTS TO:	Hunter Region Zones through the General Manager, Macquarie Football
START DATE:	
END DATE:	

PURPOSE OF ROLE

To carry out all administrative duties and appointments relating to Match Officials across the Hunter Region Zones (Macquarie Football, Newcastle Football and Hunter Valley Football) Interdistrict Competition. The role will also have a close working relationship with NNSWF Premier Competitions Appointments Officer to ensure seamless access for the Talented Match Official Pathway.

KEY AREAS OF RESPONSIBILITY

- Managing the online Match Official registration process
- Appointments of Match Official and Assessors to all Interdistrict competition and sanctioned school matches excluding those held at the Lake Macquarie Regional Football Facility.
- Payment of match fees to Match Officials.
- Invoicing of Clubs for Match Official appointments.
- Collation of assessment and coaching reports.
- Assisting the Northern NSW Football Match Official Administrator to set Accreditation Course dates and locations.
- Regular communication with individual Match Officials
- Ordering and Distribution of Match Official clothing equipment in conjunction with Referee Branches.

KEY OUTCOMES

- Increased number of registered Match Officials
- Decrease Match Official churn rate
- 100% of Match Officials self-registered online
- Suitably qualified match officials appointed to all Interdistrict matches
- 100% of registered Match Officials holding a current FFA Referee Accreditation
- Increase the perceived quality of Match officials appointed to Interdistrict matches
- Improve access to the Talented Match Official Pathway

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- High level of computer skills including Microsoft Office.
- Excellent written and verbal communication skills.
- Effective problem solving skills.
- Motivated hands-on approach to all tasks.
- Highly organized with a strong attention to detail.
- Ability to work in a team environment.
- Ability to work independently.
- Ability to work with Match Officials and Referee Branches.
- Refereeing experience (not essential).

MAJOR INTERACTIONS

- General Manager, Macquarie Football.
- Competition Administrator—Disciplinary.
- Hunter Region Zone Managers.
- Northern NSW Football Premier Competitions Appointments Officer.
- Member Zones Referee Branches.
- Referee Branch Coaches.
- Referee Branch members.

UNIQUE CRITERIA

- Able to work weekends and perform tasks outside of normal recognized working hours.

Employee Signature:

Date:

Manager Signature:

Date: