



<b>POSITION TITLE</b>	<b>Country Football Manager</b>
<b>AWARD LEVEL</b>	<b>Award Free</b>
<b>DIRECT REPORTS</b>	4 - Football Operations Coordinators - Regional
<b>REVIEW DATE</b>	June 2021

<b>SANFL VISION &amp; VALUES</b>
<p><b>Healthier, more connected lives through the enjoyment of footy.</b></p> <p><b>AUTHENTIC   FUN   TEAM   PROGRESSIVE</b></p>

<b>KEY OBJECTIVES</b>
<p>The Country Football Manager is responsible for ensuring that all aspects of operations across SANFL Community Football, Affiliated Leagues and Clubs is administered at a professional standard.</p> <p>The Country Football Manager will work constructively and collaboratively with Affiliated Leagues and Clubs in managing Country Football sustainability, Representative Football programs and Advisory Committee Coordination.</p> <p>It will also include the management of a team of Regional Football Operations Coordinators and the implementation of education and compliance programs as directed by the Head of Community Football. These programs will comply with policies developed by the SANFL and AFL.</p>

<b>KEY RESPONSIBILITIES</b>		
<b>Responsibility</b>	<b>Objective</b>	<b>Performance Measure</b>
Country Football (Leagues & Clubs)	<ul style="list-style-type: none"> <li>▪ Manage existing and the implementation of new Regional Councils across South Australia</li> <li>▪ Manage Service Agreements and financials for Regional Councils</li> <li>▪ Manage relationships with all affiliated Leagues</li> <li>▪ Keep all Affiliated Leagues regularly informed of developments and relevant information</li> <li>▪ Client service focus is a high priority in that all aspects of the role impact upon the client i.e. community leagues</li> <li>▪ Oversee the delivery of representative football</li> <li>▪ Oversee coordination of Community Football Volunteer Awards in collaboration with other SANFL departments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Available to respond to queries within an acceptable timeframe</li> <li>▪ Positive customer feedback</li> <li>▪ Ongoing engagement and communications with key stakeholders in appropriate formats (face to face, email, or over the phone)</li> </ul>
Representative Football	<ul style="list-style-type: none"> <li>▪ Manage the state wide senior Country Championships, City vs Country and other Country representative matches</li> <li>▪ Oversee:</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manage a successful Country Championships and City v. Country Game based on feedback and meet budget expectations</li> </ul>

	<ul style="list-style-type: none"> <li>○ Coordination of apparel purchases for all matches</li> <li>○ Travel / accommodation where required</li> </ul> <ul style="list-style-type: none"> <li>▪ In consultation with the Projects and Government Relations Manager, Prepare the budget for Country Championships and other representative matches to ensure expenditure is in line with budget</li> <li>▪ Manage in conjunction with RFAC the key appointments for the State Country Team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manage State Game on budget and deliver a new initiative, which improves the experience for players and support staff</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>▪ Assist Commercial Partnerships with volunteer recognition awards for AFL/SANFL</li> <li>▪ Assist Commercial Partnerships with implementation of agreed partner initiatives associated with Community Football</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work with other departments to enhance volunteer recognition</li> <li>▪ Works with other departments to support commercial outcomes</li> </ul>
Meetings & Committees	<ul style="list-style-type: none"> <li>▪ Coordinate meetings and act as Chair of the Regional Football Advisory Council</li> <li>▪ Coordinate the annual zone meetings in consultation with Game Development Coordinators and Regional Directors.</li> <li>▪ Chair Salary Cap and APPS Review Committee</li> <li>▪ Manage and maintain a roster of Zone Registrars for salary cap compliance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair all meetings with an aim to increase productivity, meeting attendance and professionalism of meeting delivery</li> <li>▪ Manage Zone Registrars</li> </ul>
Administration	<ul style="list-style-type: none"> <li>▪ Manage and maintain the SACFL Rules &amp; Regulations</li> <li>▪ Manage all disputes and issues emanating from Leagues.</li> <li>▪ Manage the AFL National Insurance Program processes and advice for clubs and leagues</li> <li>▪ Assist with the coordination and implementation of AFL Community Camps</li> <li>▪ Coordinate AFL and SANFL Regional Matches in conjunction with SANFL Football Operations Manager</li> <li>▪ Assist Administrator with the Publication of quarterly Community Football Newsletters and weekly/fortnightly updates</li> <li>▪ Manage the administration of the Player Payment Cap and liaise with Integrity Manager on investigations</li> <li>▪ Manage the administration of Approved Player Point System</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manage Rules and Regulations in appropriate timeframes with the upmost integrity.</li> <li>▪ Ongoing regular communication with leagues with strong relationships established</li> <li>▪ Well delivered comprehensive reporting within acceptable timeframes.</li> <li>▪ Liaise with SANFL Operations Manager to ensure local host maximises match opportunities of a regional SANFL Game</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>▪ Show leadership and implement effective processes to monitor compliance with all policies and procedures</li> <li>▪ Proactively promote compliance with WHS policies and procedures through implementation of effective staff engagement processes.</li> <li>▪ Demonstrate effective people management including timely and comprehensive Performance Development Planning,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff performance is managed in a timely and effective manner</li> <li>▪ PDP processes are delivered within agreed timelines</li> <li>▪ High performing team</li> </ul>

	<p>appropriate and consistent Performance management.</p> <ul style="list-style-type: none"> <li>▪ Ensure a competent and motivated workforce through effective recruitment and selection, skills analysis, training and development.</li> <li>▪ Lead an engaged workforce through effective communication, motivation and fostering of a consultative working environment.</li> <li>▪ Show leadership through reflection and improvement of own professional standards and practice.</li> <li>▪ Demonstrate at all times alignment and promotion of SANFL Values</li> </ul>	
--	--	--

## REQUIRED BACKGROUND

### **Qualifications**

- DHS Working with Children Clearance
- Tertiary qualifications in a related discipline i.e. business, marketing or similar relevant field
- Drivers Licence

### **Essential Criteria**

- Demonstrated knowledge, skills and experience in one of the following areas: business development, corporate relations, sponsorship procurement or client services
- Commitment to exceptional customer service with a solution focused approach to service delivery
- Demonstrated experience in managing and delivering projects.

### **Desirable Criteria**

- Work experience within the Australian Football industry or a large community based sporting organisation at management level

### **Skills and Knowledge**

- Excellent communication and interpersonal skills
- Capacity to work with a broad range of stakeholders in a manner which is responsive, positive, proactive.
- Planning and event organisation
- Analytical skills
- Strong planning, organisational and time management skills
- Management control – negotiation and leadership
- Self-motivation – attention to detail
- Ability to work with a broad section of the South Australian community
- Budget management
- Computing skills – word, excel, publisher and soft copy filing
- Committee secretarial skills and processes
- An understanding of the rules and regulations of AFL Football in SA
- Extensive knowledge and experience in Football Club operations