



POSITION DESCRIPTION

TITLE: Referee Appointments Officer, Football Queensland – Wide Bay
DEPARTMENT: Referee
LOCATION: Wide Bay (Bundaberg/Maryborough/Hervey Bay)
REPORTS TO: Zone Referee Development Coordinator/Zone Administrator
STATUS: Contract – 12 Months Part Time
LAST REVISED: December, 2019

DIMENSIONS

• Number of direct reports	Nil
• Number of indirect reports	Nil
• Budget responsibility in \$.	Nil

EMPLOYMENT CONDITIONS

• Package	• \$1000 Honorarium
• Normal Business Of Work	• As negotiated from time to time
• Unique Criteria	• Weekly hours will vary depending on season requirements • Significant after hours/weekends may be required • A current driver's licence and own reliable transport is essential • Possible intrastate travel • Three (3) positions with successful applicants being based in either Bundaberg, Maryborough or Hervey Bay

Purpose of Role *(Why does this role exist?)*

This position has been created to deliver outcomes from the Football Queensland Refereeing Strategic Plan and associated operations plans. The successful application will work closely with the Referee Development Officer to appoint referees for the Wide Bay Zone's designated non-elite competitions and other sanctioned matches.

The successful applicant will be responsible for delivering mentoring, coordinating local training sessions and any other programs as directed by Football Queensland Wide Bay or from time to time Football Queensland to Referees within the Wide Bay region and in retaining referees.

Key Areas of Responsibility *(Over what areas does this role have responsibility and accountability?)*

- Liaising with referees, Zone Administrator and other clients by email, telephone or face-to-face
- Managing the appointment of registered referees to all designated non-elite competition matches, designated school tournaments and other sanctioned matches via the online appointment system as directed by Football Queensland
- Managing the appointment of Referee Assessors, Coaches and Mentors to designated non-elite competition matches in accordance with Zone Referee's Development Coordinator and the State Referee Administrator's requirements
- Successful delivery of any referee training or coaching sessions as directed by Zone Referee Development Coordinator or Football Queensland Referee Department
- Implementing any special requirements of the Zone Referee Development Coordinator and the State Referee Administrator when making appointments

- Reporting any repeated unjustified withdrawals or rejections of appointments by referees to the Zone Referee Development Coordinator and the Zone Administrator
- Maintaining accurate records of individual appointments
- Ensure the efficient management of financial systems associated with payments to match officials and invoicing of Zone Referee Development Coordinators and the Zone Administrator to effectively manage the coordination of Queensland's non-elite referees
- Keep voting records from WBL officials and referees for the Wide Bay Best and Fairest. To be sent to the Zone Administrator by Monday of each week
- Ensure that the zone referees enter all data information, of their previous game, into SportsTG. This must be completed prior to their next game
- All Zone Referees to write their own reports. Guidance to new referees is recommended

Key Outcomes *(What will this role achieve? What are the measures of success?)*

- To ensure that appointments for referees are administered in a timely and effective manner with complete accuracy

Knowledge, skills and behavior required *(What competencies does the position require?)*

- Previous experience in administration role desirable
- Must have good communication skills and personal presentation
- Attention to detail and accuracy
- Effective oral and written communication skills
- Technically competent in Microsoft Office (Word, Excel and PowerPoint) with excellent data entry skills
- Dedicated and mature approach to customer service
- Ability to effectively interact with customers
- Ability to be able to prioritise work and manage a number of tasks simultaneously

Major Interactions *(Which MF departments, and/or external bodies will I interact with?)*

- Football Queensland Wide Bay Referee Development Coordinator
- Football Queensland Wide Bay Zone Administrator
- State Referee Administrator
- Football Community – State, district, club, individual