



POSITION DESCRIPTION

POSITION IDENTIFICATION

Title	Operations Manager
Status	Full Time
Reports to	Tea Tree Gully Gymsports Board of Directors
Salary	Negotiable
Location	88 – 100 Elizabeth Street, Banksia Park SA 5091

POSITION OBJECTIVE

To manage a financial and administrative team responsible for ensuring efficient and effective business management practices are in place to support the Organisation's gymnastics programs.

Conduct a comprehensive review of existing systems and processes within the organisation and implement the necessary policies and procedures to ensure future growth and sustainability.

Drive the future direction of the organisation, enhancing the experience for members whilst delivering desired outcomes outlined in the Tea Tree Gully Gymsports Strategic Plan 2017 – 2020.

TEA TREE GULLY GYMSPORTS CULTURE AND VALUES

- To be a preferred provider of Gymsports.
- To provide pathways to help develop skills for members, volunteers and contributors to TTG Gymsports so they can achieve their maximum potential.
- To sustain a viable environment to help TTG Gymsports thrive.
- To optimise use of the facility for Gymsports that helps develop an active and fitter community.

Our Vision: Enriching Lives Through Gymnastics

Our Mission: To promote, develop and grow gymnastics for the enjoyment of all.

KEY ROLES AND RESPONSIBILITIES

Human Resources

- Manage Human Resource requirements for the Organisation in conjunction with the Gymsports Manager, including: staff recruitment, training, supervision and performance evaluations

- Directly responsible for the management and performance of all administration and finance staff
- Build positive relationships and work collaboratively with staff members when making decisions and resolving issues
- Ensure administration and finance staff are aware of, and adhere to current organisational and industry business management policies, practices and guidelines
- Ensure compliant and effective staff and volunteer management policies and practices are in place
- Contribute to building a culture of continuous business improvement to support the Organisation's programs

Budget and Finance

- Ensure effective, transparent and documented financial management policies, practices and controls that meet industry best practice standards and Organisational objectives
- Develop and implement efficient and effective systems and processes for collecting, analysing, verifying and reporting financial information
- Ensure optimum investment and management of available funds in collaboration with the Board of Directors
- Ensure competitive supplier contracts and arrangements are in place and actively managed
- In collaboration with the Finance Manager and Finance Sub-Committee:
 - Ensure timely and informative budgets, forecasts and financial management reports
 - Ensure timely and accurate lodgement of government taxation reports and payments
 - Effectively manage the implementation of auditor recommendations

Administration

- Ensure streamlined, timely and effective administrative support to the Organisation's programs, events and members
- Ensure databases are accurate and up to date
- Ensure hard-copy filing systems and records management systems are up-to-date and securely stored
- Ensure IT platform, systems and equipment meet Organisational needs
- Administer the Organisation's asset register and equipment inventory

Commercial, Sponsorship and Marketing

- Improve the Organisation's business profile through creative and innovative marketing
- Generate new revenue through expansion of programs, sponsorship and grants
- Ensure the Organisation's website and social media platforms are attractive, functional and regularly maintained

Facilities

- Ensure the Organisation's buildings, property and assets are well maintained, secure and effective risk management practices are in place
- Ensure external contracts/leases support the Organisation's needs and are up to date
- Work in collaboration with the Board to meet future facility demands faced by the Organisation

Risk Management

- Ensure all policies and procedures are in place to promote a strong safety culture, applying appropriate risk management practises including: safety, security and emergency management

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• Gymsports Manager• Direct Reports• Organisational Staff• Board of Directors• Gymnasts/Members• Parents/Guardians of Members	<ul style="list-style-type: none">• Local, State and Federal Government (Including: Australian Sports Commission and Office for Recreation and Sport)• Industry Governing Bodies – Gymnastics South Australia and Gymnastics Australia• Other State Sporting Organisations• Community – schools, local businesses, local residents etc.• Auditors

QUALIFICATIONS

- Bachelor of Business (Sport and Recreation Management)
- TAFE Certificate 4 Sport and Recreation
- OR similar equivalent
- Drivers licence and access to a personal vehicle for after-hours meetings
- Current child related employment screening checks as applicable in South Australia

KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- Excellent communication skills, both written and oral
- Sound knowledge of financial management, reporting, governance and risk management practices in Australia
- Demonstrated ability to build relationships with internal and external stakeholders
- Demonstrated ability to prioritise and manage time effectively
- Ability to exercise initiative and judgement in problem solving
- Ability to provide advice and contribute to interpretation of matters
- Proficient in the use of MS Office Suite
- Availability for regular after hours work, including occasional weekends

Desirable

- Previous employment or substantial volunteering position within sport/recreation sectors
- Understanding of key principles of sporting club governance and administration
- Understanding of the structure of community sport, peak and governing bodies in South Australia
- Knowledge of or experience in lease/licence agreement administration

GENERAL

This position description has been designed to indicate the general nature and level of work performed by the prospective employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee assigned to the role.