



Position Description

Operations Manager & Women's Coach

Position Title:	Operations Manager & Women's Coach
Reports To:	Melbourne University Cricket Club President
Primary Location:	Nona Lee Sports Centre, The University of Melbourne Parkville Campus
Status:	Full-time, 40 hours per week with flexible schedule including evening and weekend work during the Club season
Salary:	\$48,400 - \$53,400 per annum (including superannuation)
Period:	20-month fixed term contract, with opportunity for extension.

1. Position Summary

The Operations Manager & Women's Coach is responsible for the administration and operations of the Melbourne University Cricket Club (MUCC) along with the coaching and development for the Club's women's program. The role encompasses the management and development of the Club in conjunction with the MUCC Committee and Melbourne University Sport (MU Sport).

The role is directly accountable for the general operations of MUCC, including the supervision of employees (including contractors that may work for the MUCC) and the support of coaches and players. The role is also accountable for budget performance in relation to program areas of responsibility, as well as projects and new initiatives that may be directed by the MUCC Committee or the Director MU Sport from time to time.

In-line with the vision and mission for sport at the University of Melbourne the key strategic goals of MUCC are:

- Active engagement with the University of Melbourne community
- An actively engaged Alumni
- A consistently strong 1st XI
- A high-performance women's program including a second Women's XI

The position reports to the MUCC Committee and works closely with MU Sport and is co-funded by both.

2. Melbourne University Cricket Club

Melbourne University Cricket Club (MUCC) was established in 1856 and is an affiliated sporting club of the University of Melbourne. The MUCC membership consists of University students, graduates and other individuals. The Club currently has six teams, four compete in the Victorian Premier Cricket Competition, one in the Victorian Women's Cricket Association and one in the MCC Club XI competition.

The club generates funds from subscriptions, donations and other means, and is also supported financially by MU Sport.

The Club plays matches at the Main Oval, Crawford Oval located in Princes Park and the McAlister Oval in Royal Park. The Main Oval Pavilion and Sport Precinct is the base for club operations during the season including training, match day administration, club meetings, social gatherings and other cricket related purposes.

3. Melbourne University Sport

MU Sport is a department of the University of Melbourne and provides sport, fitness and recreation programs and facilities for students, staff and alumni. The Director reports to the DVC (Student Life) and the MU Sport Board.

Sport has a special significance for the University through the performance of sporting clubs, teams and high-profile athletes that enhance the reputation of the University. The vision for sport is that the University of Melbourne is the leading Australian university in sporting performance, participation and quality of facilities.

4. Selection Criteria

Essential

- Experience with managing all facets of a community sporting club operating in a high-performance environment
- Demonstrated experience with supervision and recruitment of staff (including casual and volunteer staff)
- Ability to coordinate tasks independently and/or with stakeholders
- An ability to interact with a wide variety of people including University staff, students and external customers and suppliers
- Ability to implement a strategic plan, meet KPIs and monitor/report ongoing progress
- Strong communication and negotiation skills with a high commitment to service
- Competent in using Microsoft Office software

Desirable

- Level 2 Cricket Australia coaching accreditation (or equivalent)
- Knowledge of the structure and operation of Cricket Victoria and Victorian Premier Cricket
- Knowledge of the University Sport landscape
- Level 2 First Aid certificate (or equivalent)
- Working with Children's Check.

5. Special Requirements

- The incumbent will work for MUCC and with MU Sport for the term of employment
- The incumbent must be able to work flexible hours including times when members are involved in competition, training and other programs. This will require after-hours and weekend commitment as required
- The position operates from the offices of MU Sport or another location as determined.

6. Key Responsibilities

6.1 Club Management and Development

- Ensure the effective operation of MUCC in relation to the stated aims and objectives to be recognised as a leading university cricket club and to develop male and female elite cricketers with the potential to become Victorian and Australian cricket representatives
- In conjunction with MUCC coaches and Committee and MU Sport, the Manager will plan and implement MUCC's involvement in the Victorian Premier Cricket competition, the Victorian Women's Cricket Association competition, intervarsity competition opportunities and other competitions and associated cricket activities as necessary
- Develop cricket policy recommendations and program initiatives to the MUCC Committee to enhance club performance and operations
- Review, develop and manage, in conjunction with MUCC coaches, MUCC Committee and MU Sport, the recruitment of cricketers to MUCC. Establish scholarship programs, player support programs and linkages with Victorian Pathways competitions, APS & AGS school competitions and country Victoria to ensure that MUCC is the cricket club of choice for all University of Melbourne students
- Produce reports for MUCC Committee and MU Sport including, but not limited to results, membership data (in accordance with the MU Sport Membership Policy), progress of coaching programs, player recruitment and recommendations for changes to programs
- Develop and assist in the implementation of male and female Junior Cricket and Community Cricket Programs that align with Cricket Victoria (CV) and Cricket Australia's (CA) strategies and ensure that both programs receive available funding
- Liaise with Club stakeholders and MU Sport to implement the strategic goal to establish a second women's team for entry into the Premier Women's Competition
- Develop and deliver the coaching program for the Club's women's team(s).

6.2 Facility Management

- The Manager is responsible to MU Sport for the operation of the Pavilion during the cricket season and to the MUCC for the day-to-day operations and will report any damage or required maintenance to MU Sport immediately
- The Manager will attend a facility hand-over meeting between seasons as and when coordinated by MU Sport
- The Manager will contribute on behalf of the Club to MU Sport facility/capital plan developments for facilities provided for use to the Club
- On behalf of MUCC oversee regular club and past player functions at the Pavilion and act as the licensee for Liquor Licensing Victoria
- Ensure that all facilities utilised by the MUCC are kept in an orderly condition consistent with the requirements of the facility agreements and that any issues are reported to either MU Sport or Melbourne City Council.
- Liaise with the Curator and MU Sport with regards to the preparation of the grounds, wickets and the training areas.

6.3 Alumni, Events and Marketing

- The Manager will deliver the Club's annual Business Breakfast (or similar) event(s) as part of its engagement and fundraising efforts

- The Manager will liaise with MU Sport Marketing about annual and/or significant milestone events and their relevant communication, promotion and media strategies
- The Manager will ensure the Club complies with University and MU Sport guidelines regarding branding and use of logos
- In conjunction with the MUCC Committee and MU Sport, the Manager will develop and implement a giving/donation strategy for the purposes of contributing funds to the Melbourne University Sport Foundation (Cricket Club chapter); and develop and manage ongoing activities to service this program
- Undertake projects including the delivery of programs for special populations and events hosted by MU Sport and/or MUCC as required.

6.4 Resource Management

- Establish and maintain systems to ensure effective oversight and reporting of the collection of membership fees and other income and the timely processing of accounts
- Ensure that all equipment and capital assets are maintained in an appropriate manner
- Ensure that the website and other communication tools are maintained and updated and are effective in providing regular information for members and other stakeholders

6.5 Relationship Management

- The Manager will support all MUCC coaches in meeting their duties and cricket objectives as periodically outlined
- The Manager in consultation with the MUCC Committee and MU Sport will oversee the recruitment and induction of MUCC coaches and will maintain a coaching qualification register for MU Sport
- The Manager will coordinate and optimise all other casual employee and Club volunteer workload such that designated tasks are achieved at minimal expense to the Club
- The Manager will work closely with the senior staff of MU Sport and meet on a regular basis to ensure that strategic and operational matters are progressed
- The Manager will implement and oversee member behaviour guidelines and deal with disputes between cricketers, coaches and other parties consistent with CV, MUCC, MU Sport and University of Melbourne policy and procedures
- The Manager will be the main contact for all external stakeholders especially CV and may represent MUCC in CV strategy and operational reviews and report relevant matters to the MUCC Committee and MU Sport
- Represent the club and players on all Pennant Committee matters involving permits and player behaviour.
- Liaise with the CV Regional Cricket Manager about the provision of coaches/team managers for the regional pathway programs (male and female) to ensure MUCC is actively involved within our aligned region
- Liaise with other external stakeholders on behalf of MUCC as directed.

6.5 Risk Management

- The Manager will work closely with MU Sport to identify risk management issues and implement strategies to mitigate and/or remove risks accordingly.

6.6 Position Responsibilities to MU Sport

- Facilitate Orientation activities on behalf of the Club and generally promote the Club and its activities to the wider University community
- Ensure the Club collects membership data as per MU Sport guidelines and provide this data as and when required
- Support the Club Committee to provide an annual submission, annual financial statement and to complete/submit other MU Sport reporting requirements
- Coordinate Sports Precinct facility bookings on behalf of the Club with MU Sport as required
- Ensure the Club's website, key contacts and lists are maintained and kept up-to-date on MU Sport's relevant platforms
- Provide Club-related news items, results and fixtures for MU Sport publication
- Support the Sport Performance Coordinator to promote intervarsity opportunities to the wider University community, and act as team manager/coach where appropriate
- Support the Sport Participation Coordinator to promote, coordinate and deliver inter-collegiate opportunities for the University's residential colleges
- Comply with relevant University and MU Sport policies, procedures and guidelines
- The position will be the main conduit between MU Sport and the Club.

7. Occupational Health and Safety (OHS) and Player Welfare

The General Manager must comply with relevant Occupational Health and Safety Legislation of the University of Melbourne, including:

- Taking reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Providing all staff with relevant OHS information in an appropriate manner
- Providing personal protective equipment and clothing if hazards cannot be fully eliminated
- Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- Ensuring that all staff, including contractors under local control, are appropriately inducted
- Ensuring that all accidents and incidents are reported to the Committee, MU Sport and/or Cricket Victoria as required
- To manage all serious injury cases and assist players through the injury insurance claim and compensation process as required.