



EXECUTIVE DIRECTOR POSITION DESCRIPTION

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| Organisation Name: | Triathlon Western Australia Inc. |
| Reports to: | President, Triathlon WA Board |
| Location: | Sports HQ, 203 Underwood Ave, Floreat WA |
| Direct Reports: | 5 |
| Status: | Fixed term contact until 30 June 2023 |
| Organisation Website: | www.triwa.com.au |
| Review date: | May 2022 |

ABOUT TRIATHLON WA

Triathlon Western Australia (TWA) is the State Sporting Organisation responsible for the development, promotion and governance of the sport of triathlon throughout Western Australia. TWA a not-for-profit organisation which is governed by the Board. TWA is one of eight State/Territory Associations, which make up the membership of the national body, Triathlon Australia.

Triathlon WA's purpose is to achieve a sustainable sport in which members and stakeholders are well serviced and represented. TWA looks to inspire Western Australians to embrace triathlon as a lifestyle, recreation, or sporting pursuit.

PRIMARY PURPOSE OF THE ROLE

Reporting to the Board through the Chair, the Executive Director provides leadership, direction and overall management of all activities, business operations and services delivered by Triathlon WA. The role may also work with the Board in the developing and implementing of long term strategy, to achieve the organisation's vision. The Executive Director oversees the day-to-day activities that achieve Triathlon WA strategic priorities.

MAIN DUTIES AND RESPONSIBILITIES

Key Accountabilities

- Provide leadership to, and management of the staff of Triathlon WA in the delivery of approved operations to further develop the sport in WA.
- Implement the risk management plan to assess and manage potential risks.
- Provide effective financial management of Triathlon WA.
- Develop and implement plans, budgets and strategies for the consideration by the Board if required.
- Continually engage with internal and external stakeholders to build and maintain effective working relationships, develop alliances and corporate partnerships with commercial and government entities.
- Be the primary contact point for, and work collaboratively with Triathlon Australia and other State and Territory Triathlon Associations.
- Support member associations with strategic and operational advice to ensure alignment of activity and goals to the Triathlon WA plans.
- Assess and negotiate all contracts on behalf of Triathlon WA, in conjunction with legal advice where appropriate, including government agreements, lease agreements, funding applications, sponsorship and event hosting agreements.
- Effectively and professionally represent Triathlon WA at appropriate forums.
- Undertake the Public Officer role for Triathlon WA, including specified responsibilities detailed in the Triathlon WA Incorporated Constitution, policies and by-laws, if required.
- Oversee all matters pertaining to employment procedures and requirements including, employment agreements, human resource matters, discipline procedures and performance reviews.
- Oversee all aspects of the operations and future development of the Triathlon WA Events portfolio.

Other Duties

- Attend meetings and represent Triathlon WA with stakeholders and committees as required.
- Any other duties within the employee's capabilities and which is fair and reasonable to expect the employee to undertake as directed by the Triathlon WA Board of Directors from time to time.
- Ensure compliance with Triathlon WA policies, guidelines and procedures.

KEY RELATIONSHIPS

Internal (Triathlon WA)

- Triathlon WA Board of Directors
- Triathlon WA Board Sub Committees
- Triathlon WA Employees

External

- Triathlon Australian and other State Association Staff
- Member Clubs
- Race Directors and Officials
- Department of Local Government, Sport and Cultural Industries
- Healthway
- VenuesWest
- SportWest
- Triathlon WA Corporate Partners
- Other Key Stakeholders

DESIRED POSITION REQUIREMENTS

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| QUALIFICATIONS | <ul style="list-style-type: none"> • Tertiary Qualification(s) in a relevant discipline or equivalent experience. Ideally within the areas of Business, Sport Management and/or Event Management |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience at a senior management level. • Excellence in organisational management. • Financial management. • Development of commercial, sponsorship and marketing opportunities to enhance organisation. • Strong marketing, public relations and revenue raising experience with the ability to engage a wide range of stakeholders (desired). |
| SKILLS | <ul style="list-style-type: none"> • Politically astute leader with the ability to set clear priorities • Keen analytic, organisational and problem solving skills • Excellent communication and relationship building skills • Ability to develop and operationalise strategies |
| WORK ETHIC | <ul style="list-style-type: none"> • Demonstrates a commitment to Triathlon WA's vision and mission. • Ability to work effectively with a Board of Directors and to cultivate existing board member relationships. • Facilitates a consultative approach, sharing information and ensuring others are kept informed. |
| ATTRIBUTE QUALITIES | <ul style="list-style-type: none"> • Action orientated and adaptable • Ability to think strategically, analyse problems and issues and translate/implement strategy into results. • Possess the intellect, cultural competency and flexibility to work effectively in a collaborative, values-driven and energetic team. • Positively influence, negotiate and resolve conflicts. • Outcome orientated • Numerically literate, with attention to detail. • Energetic, enthusiastic and driven. • High level of personal and professional integrity. |
| OTHER | <ul style="list-style-type: none"> • A current Working with Children's Check (WWCC) will be required prior to the commencement of employment. • A current National Police Certificate will be required prior to the commencement of employment. • An ability to work flexible and irregular hours. • Competence in business computing applications. |
| HOURS OF WORK | The position is full time; however a flexible approach to working hours is required due to the nature of working within a state sports association. The nature of the position requires some out of hours and weekend work, which is recognised in the remuneration package offered. |
| LOCATION | The position will be based at Sports HQ, 203 Underwood Ave, Floreat WA |

CONTACT

Please direct or enquires to
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