

Organisation Name:	Triathlon Western Australia Inc.
Reports to:	President, Triathlon WA Board
Location:	Sports HQ, 203 Underwood Ave, Floreat WA
Direct Reports:	6
Status:	Permanent
Organisation Website:	www.triwa.com.au
Review date:	September 2026

ABOUT TRIATHLON WA

Triathlon Western Australia (TWA) is the State Sporting Association responsible for the development, promotion and governance of triathlon and multi-sport throughout Western Australia. TWA is 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, AusTriathlon.

TWA's purpose is to achieve a sustainable sport in which members and stakeholders are well served 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 Chief Executive Officer (CEO) works with the Board in the development and implementation of long-term strategy, to achieve the organisation's vision and provides leadership, direction and overall management of all day-to-day activities, business operations and services delivered by TWA.

MAIN DUTIES AND RESPONSIBILITIES

Key Accountabilities

- Fulfil all accountabilities for the CEO as outlined in the TWA Constitution and organisational policies/charters.
- Provide leadership to and management of the TWA staff in the delivery of operations to further develop the sport in WA.
- Implement the risk management plan to assess and manage potential risks.
- Provide effective financial management of TWA.
- Develop and implement plans, budgets and strategies for the consideration by the Board.
- 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 AusTriathlon and other State and Territory Triathlon Associations.
- Support member clubs with strategic and operational advice to ensure alignment of activity and goals with the TWA plans.
- Assess and negotiate all contracts on behalf of TWA including government agreements, lease agreements, funding applications, sponsorship and event hosting agreements.
- Professionally represent TWA at appropriate forums.
- Oversee all employment agreements, human resource matters, discipline procedures and performance reviews of staff.
- Oversee integrity and child safeguarding matters for TWA.
- Oversee all aspects of the operations and future development of the TWA Events portfolio.

Other Duties

- Attend meetings and represent TWA 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 TWA Board from time to time.
- Ensure compliance with TWA policies, guidelines and procedures.

KEY RELATIONSHIPS

Internal (TWA) • TWA Board of Directors • TWA Board Sub Committees	External • AusTriathlon and other State Association Staff • Member Clubs
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TWA Employees	- Race Directors and Officials - Event Contractors - Department of Cultural Industries, Tourism and Sport. - Healthway - VenuesWest - SportWest - Tourism WA - Triathlon WA Corporate Partners - Other Key Stakeholders
DESIRED POSITION REQUIREMENTS	
QUALIFICATIONS	- Tertiary Qualification(s) in a relevant discipline or equivalent experience. Ideally, within the areas of Business, Sport Management and/or Event Management - Australian Institute of Company Directors qualifications or similar
EXPERIENCE	- Experience at a senior management level. - Excellence in organisational management. - Financial management. - Development of commercial, sponsorship and marketing opportunities for the organisation. - Strong marketing, public relations and revenue-raising experience with the ability to engage a wide range of stakeholders (desired).
SKILLS	- 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	- Demonstrates a commitment to TWA's vision and mission. - Ability to work effectively with a Board of Directors and to cultivate existing member relationships. - Facilitates a consultative approach, sharing information and ensuring others are kept informed.
ATTRIBUTE QUALITIES	- Action-oriented 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-oriented. - Financially literate, with attention to detail. - Energetic, enthusiastic and driven. - High level of personal and professional integrity.
OTHER	- 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	
Eddie Oldroyd president@wa.triathlon.org.au	

* The current title for the role in the TWA Constitution is Executive Director. The nature of the role has been elevated to that of a CEO with a title change subject to constitutional change.