

## Position Description

<b>Title</b>	Competition Manager
<b>Reports to</b>	Operations Manager
<b>Status</b>	Casual
<b>Salary</b>	Modern Award
<b>Hours</b>	Minimum 6 hours per week

## Position Purpose

If you are passionate about a career in the Sport or Media industry and want to join an innovative technology company, this is the job for you.

The Competition Manager role will oversee and manage a team of Sports Journalist/Statisticians including the Head Sports Journalist/Statistician.

The primary focus of the role is to ensure their team of Sports Journalist/Statisticians have the required training, skills and equipment to create media and statistical content that will be published via the sporting competitions designated iOS & android App and other social media platforms.

## Responsibilities and Duties

During the course of a season the Competition Manager will be responsible for:

- Managing the team's roster and supporting payroll functions
- Assigning, distributing and collecting all equipment
- Supporting the Head Sports Journalist/Statisticians to ensure all match reports and post-match videos are completed on time
- Conducting post-match video interviews with coaches, players and club officials
- Writing detailed match reports
- Uploading media content
- Liaising with team managers, coaches, players and club officials
- Attending matches to watch and call game statistics\*
- Recording game statistics via the Stat Guru App\*
- Confirming player information is recorded correctly in the Stat Guru App

\* Each match will be attended by two Sports Journalist/Statisticians who will work together and alternate between calling and recording game statistics.

## **Key Selection Criteria**

The key selection criteria specified below outline the capabilities required for the position.

- Ability to manage others
- Leadership skills
- Strong problem solving
- Strong written and verbal communication skills
- Understand Australian Rules Football
- Flexible
- Approachable
- Creative
- Confident using latest technology (Tablets, Phones & Apps)
- Reliable
- Ability to follow instructions
- Team player
- Enjoy meeting new people and developing relationships
- Own transportation
- Punctual

## **Expression of interest**

Expressions of interest can be made by emailing your resume with cover letter outlining your experience specific to the Key Selection Criteria to [admin@completesportsmanagement.com.au](mailto:admin@completesportsmanagement.com.au).

For more information on this role and other roles available at Complete Sports Management visit the Careers section of our website [www.completesportsmanagement.com.au](http://www.completesportsmanagement.com.au).