

<b>POSITION DESCRIPTION</b>	<b>FACILITY OPERATIONS MANAGER</b>
<b>STATUS:</b> This position holds a place on the	<b>MANAGEMENT COMMITTEE</b>

<b>TERM:</b> The terms of this position are as follows:	
Time Frame:	Must be available for 2 years.
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$500 p.a. and free t-shirt

<b>OBJECTIVES OF THE POSITION:</b>	
<ul style="list-style-type: none"> <li>• Implement the tasks and actions as determined by the ratified strategic and operational plan.</li> <li>• Monitor the performance and legal obligations of the organisation, its office bearers and the committee/s.</li> <li>• Be aware and vigilant in determining all responses, actions and program delivery ensuring that they are within the financial capacity of the organisation.</li> <li>• Be aware, monitor and evaluate the financial status of the organisation.</li> <li>• Assist with the development and delivery of all communication procedures.</li> <li>• Assist with the development, management and implementation of all rules and regulations, policies, procedures and administration tasks.</li> <li>• Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders.</li> </ul>	

<b>FUNCTION OF THE POSITION:</b>	
<ul style="list-style-type: none"> <li>• Deliver the products and services of the organisation.</li> <li>• Grounds and buildings oversight.</li> <li>• Assist the development of the organisation's objectives.</li> <li>• Assist with the positive promotion and marketing of the organisation's products, services and activities.</li> </ul>	

<b>INTERACTION:</b> The position will be expected to interact with:	
<ul style="list-style-type: none"> <li>• Management Committee</li> <li>• Members</li> <li>• Cricket parent bodies</li> <li>• Stakeholders</li> <li>• External parties</li> <li>• General public</li> </ul>	

<b>SKILLS REQUIRED:</b>	
<ul style="list-style-type: none"> <li>• Experience and/or demonstrated ability to learn asset and facility management.</li> <li>• Ability to manage small to medium size facility improvement projects.</li> <li>• Well organised including being able to delegate tasks.</li> <li>• Effective communication and negotiating skills.</li> <li>• Current or ability to gain a volunteer's Blue Card 'Working with Children Check'</li> <li>• Enthusiasm and dedication.</li> <li>• Good leadership skills.</li> <li>• Clear thinker and positive attitude.</li> </ul>	

# TASK SHEET

TASK	EXPECTED OUTCOME	WHEN
Ensure the Responsibilities of Incorporation Act are discharged	Ensure Management Committee members maintain the incorporation act requirements.	Always
	Ensure the organisation always has secretary's position filled and that the Office of Fair Trading is aware of the secretary's details.	Always
	Ensure that all records and communication information & material are maintained appropriately.	Always
Positions task	Prepare for, attend and participate appropriately in all committee meetings.	Monthly/As scheduled
	Undertake any assignments given by the committee to you as an individual or member of a sub-team	Always
	Maintain current knowledge about the workings of the association and key issues.	Always
Contracts	Be aware of the contractual arrangements with local council and/or facility owner/lessor	Always
	Be aware of all contractual arrangements with funding programs.	Always
Policy and procedures	As a committee member, be aware of the content of all policies and procedures.	Always
Planning/risk reduction task	As a committee member, you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Volunteer Management	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Facility Standards and Oversight	Oversight and manage the standard of facilities in the club - grounds care equipment, furniture and fittings Work in consultation with the Treasurer to develop and maintain the Assets Register which is accurate at all times.	Always
Grounds, Building and Curators Oversight	Oversee and manage the club controlled grounds currently Wolston Park x 2, CJ Greenfields x 3 and Ducie St Park	Always
	Effectively liaise with owners of these grounds - Qld Police Service and Brisbane City Council.	Always
	Arrange for repairs or maintenance as required - all grounds.	Always

TASK	EXPECTED OUTCOME	WHEN
	Oversee arrangements for use of non-club controlled grounds (mainly junior cricket). Ensure pre-season inspection. Liaise with body controlling grounds (mainly schools).	Before and during season
	Oversee and monitor the performance of the Curators at Wolston Park, CJ Greenfields and Ducie St Park.	Always
	Manage external bookings for club controlled grounds. Maintain the Grounds calendar and distribute after each update to the Management Committee and Curators.	Always
Schools Liaison and Communication	Liaise with schools, develop and maintain a good relationship with schools with a focus on use of grounds, hire costs and contracts. Arrange any ground maintenance work at schools. Provide related correspondence and documentation to the Secretary for club record keeping.	Always
Facility Agreements	Represent the club in the development of facility agreements, licences and leases.  Establish required grounds usage times and provide information to Secretary for development of associated correspondence	Always
Facility Audits	Conduct/arrange and/or respond to audits/census of facilities to be carried out annually.	Always
Grounds Audits	Conduct/arrange and respond to audits of grounds (pitch/net reviews) to be carried out annually.	Always
	Liaise with Secretary when arranging ground maintenance work at schools.	Always
Ground Reports Oversight	Respond to queries from users about ground standards or issues.	Always
Facility Improvement/Upgrade	Identify facility improvement/upgrade priorities and record in Facility Plans. Work with other Management Committee members and other volunteers to develop plans to fund works. Oversight any facility improvement/upgrade works.	From election
AGM and Committee Meetings	For AGM contribute to the Management Committee Report presented at the meeting.  For Committee meetings provide a report on facility operations.	Always
Financial oversight	Oversight the club's finances, collection of revenue and expenditure, with particular focus on ground hire fees and cost elements associated with grounds and facilities lease/licence/hire or maintenance, and grounds equipment costs.	Always
Client service	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
Attendance at Club Activities and Functions	Attend and participate in club activities and functions including sign-on, Academy, Eddie Gilbert Cup, major Social functions and the Presentation function.	Always