

Position:	Office Manager
Department:	Business Services
Manager:	Chief Executive Officer
Direct Reports:	N/A
Role Purpose:	The Office Manager reports to the CEO and is responsible for managing and improving NT Cricket's office and business systems, providing executive assistance to the CEO, and providing administrative support to staff.
Document Date:	February 2019

NT Cricket Strategic Links

- We will grow the game and provide opportunities for all to play
- We will create the best participation experiences to grow junior cricket
- We will deliver a pathway program aligned to Australian Cricket
- We will reinvigorate and strengthen clubs, competitions and cricketers throughout the North
- We will capitalise on the North's unique climate, geography and strengths to drive investment, growth and a year-round contribution to Australian Cricket
- We will be open and accountable to our members and stakeholders

Key Responsibilities

Office Management & Administrative Support

- Reception duties and general enquiries, banking, invoice processing, mail handling and distribution, acquiring office supplies and other general office duties as required;
- Assist the CEO and office bookkeeper by processing accounts payable and receivable using MYOB, coordinate financial reporting, and provide assistance during audit process;
- Management of office security and insurance matters;
- Manage office filing systems and storage of information to ensure accurate record keeping;
- Update and maintain the NT Cricket membership database;
- Assist the Darwin Cricket Management Committee with accounts payable/receivable and budget monitoring;
- Management of information technology systems including designated first point of contact for troubleshooting;
- Management of NT Cricket travel and accommodation bookings and logistics;
- Assist CEO with management of Human Resources function and processes including reviewing and amending policies;
- Any other administrative duties as required.

Executive Assistance

- Provide executive assistance to the CEO and Directors as required;
- Assist CEO with diary management, coordination of correspondence and administrative duties;
- Assist CEO with management of travel and accommodation requirements;
- Compile the annual report with the aid of the Communications and Marketing Coordinator;
- Coordination of Board meetings and the recording of minutes.

General Duties

- Assist with event coordination and delivery;
- Assist CEO with management of commercial partnerships;
- Develop and maintain excellent relationships with staff and NT Cricket stakeholders, associations, clubs and volunteers.
- Implement annual department plan to monitor performance against department objectives, and work within set budget parameters.
- Any other duties as required by the CEO from time to time.

Key Stakeholders

- NT Cricket and Australian Cricket staff
- NT Cricket Directors
- NT Cricket teams, players, coaches and officials
- NT Cricket commercial partners
- NT Government and Council stakeholders
- Clubs, Associations and Management Committees across the Northern Territory

Child Protection

It is your duty to comply with Northern Territory Cricket Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Governance

It is your duty to comply with the Northern Territory Cricket policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Duties under Workplace Health and Safety Requirements

We are committed to protecting the health, safety and wellbeing of all of those that work with us. Your duties are to:

- Comply with all Australian Cricket and NT Cricket policies, procedures and relevant legislation;
- Comply with all reasonable instructions from managers in relation to health and safety;
- Take reasonable care of your own health and safety;
- Ensure your actions or omissions do not adversely affect the health and safety of other persons;
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism;
- Complete relevant health and safety training.

How We Play – Key Behaviour Indicators



BE REAL

WE'RE REAL ABOUT CRICKET'S FUTURE

Show respect, talk straight.

Never be afraid to challenge or be challenged.



SMASH THE BOUNDARIES

GO FOR IT...CHANGE THE WORLD

Innovate. Be comfortable being uncomfortable.

Challenge the status quo without fear of failure.



MAKE EVERY BALL COUNT

BE RELENTLESS... PLAY TO WIN

Do what you say. Deliver.

Make Decisions.



STRONGER TOGETHER

GO FURTHER... COLLABORATE.

Embrace diversity. Listen. Customer's voice 1st.

Do what's best for cricket.

Key Position Requirements

- Previous experience in a similar role
- Experience in accounts receivable, accounts payable and payroll functions
- Proficient with IT systems, Microsoft Office Suite and MYOB
- Excellent written and verbal communication skills
- Excellent organisational skills, with the ability to work on several projects at any one time
- Ability to work in a small team but also with a high degree of autonomy
- Ability and willingness to work outside of traditional office hours when required
- Valid driver's licence
- Working with children check or the ability to obtain one

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.