



POSITION DETAILS

Position Title

Development Officer (Peel Hockey)

Position Number

Classification Level

Award/Agreement

Award free employee – based on WA minimum conditions of employment, rates and entitlements

Physical Location

Based at Mandurah Hockey Stadium (Halls Head), mobility throughout the Peel Region and Metropolitan area required

Effective Date

[Click here to enter a date.](#)

Employment Type

Fixed Term

- initially 12 months, with a potential for 12 months extension

Part time - (870 hrs per annum) based on:

- \$25.00 / hr plus superannuation (9.5%)
- 25 hrs per week February to September
- 10 hrs per week October to January

REPORTING RELATIONSHIPS

Position reports to

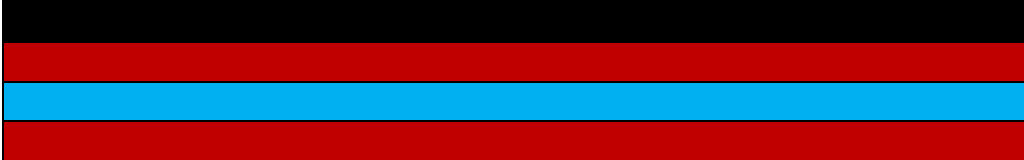
- Peel Hockey Board (monthly reporting)
- Administrator (day to day operational reporting)

Positions reporting to this position

Nil generally, but required to coordinate personnel delivering clinics, courses and training sessions.

PURPOSE OF THE POSITION

Work with the Peel Hockey Board and Hockey WA to increase participation in hockey throughout the Region and to provide development opportunities for players, coaches and officials.



ABOUT PEEL HOCKEY

Peel Hockey is the home for hockey in the Peel region. Our primary objective is to provide hockey to the community; through the coordination of participation programs & competitions over the winter and summer seasons. Junior program based on school years available from kindy to year four, junior competitions from year four to year 12 and senior men’s and women’s competitions.

Peel Hockey is affiliated with the state sporting association Hockey WA (HWA).

MISSION	VISION	VALUES
Provide excellent hockey experiences to the Peel community through quality facilities, competitions and programs.	Sustainably promote, develop and grow hockey for the Peel community.	Enjoyment Respectful Positive Competitive Inclusive

Peel Hockey’s Goals and Objectives

There are five key areas that have been identified through the analysis of the organisation, environment and competitors. The first three, promotion, development and growth, directly related to the organisations vision; to sustainably promote, develop and grow hockey for the Peel community. Governance and infrastructure are key elements to ensure the sustainability of the organisation, from an operational and financial perspective.

1. Promote – to improve the perception, awareness and knowledge level of hockey in the Mandurah and Peel community
2. Develop – to increase the quality of local players, teams, officials and coaches
3. Grow – to increase participant numbers across both junior and senior programs by 15% each year over the next three years
4. Governance – complete implementation of off-field efficiency initiatives
5. Infrastructure – provide sustainable high quality facilities that cater for growing participation

CORE RESPONSIBILITIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Promote – to improve the perception, awareness and knowledge level of hockey in the Mandurah and Peel community.

Work with Peel Hockey Directors to:

- 1.1. Promote the purpose and values of Peel Hockey programs and initiatives within the hockey and wider regional community;
- 1.2. Build and maintain stakeholder relationships and liaisons with Hockey Australia, State Govt, regional local governments, educational institutions, and other organisations as required;
- 1.3. Initiate and attend assemblies for / promotional opportunities with schools in the region using local players and representatives of local clubs to promote the sport and participation opportunities within Peel Hockey in particular;
- 1.4. Establish club liaisons for school clinics and undertake 'Coach the Coaches' workshop with club representatives to assist local clubs to engage with new participants;
- 1.5. Work with Hockey WA to promote and deliver clinics to schools within the region;
- 1.6. Contact relevant schools to book clinics, ensuring school clinics target early years (Pre Primary to Year 6) and age groups are relevant for the teams that clubs can support;
- 1.7. Contribute to, and where required, submit articles for Peel Hockey related publications and promotions;
- 1.8. Assist with identifying and collaborating with a partner summer sporting code / club to enable reciprocal cross-promotion and development opportunities;
- 1.9. Attend meetings and represent Peel Hockey as required and liaise with other organisations and individuals.

2. Develop – to increase the quality and development of local players, teams, officials and coaches

Work with the Peel Hockey Directors (Development, Metro and Local) to:

- 2.1. Establish current number accredited coaches and officials;
- 2.2. Ensure at least one coaching and one umpiring course are run locally annually as per Hockey WA Pathway Program;
- 2.3. Promote Hockey WA courses to members to encourage the undertaking of accredited training courses;
- 2.4. Provide talent identifications pathway and local development opportunities for juniors;
- 2.5. Establish incentives for players to represent Peel and nominate for state teams;
- 2.6. Establish and/or review role descriptions for team manager/coach/assistance coaches;
- 2.7. Ensure that all coaches hold at least a level one coaching accreditation by 2020;
- 2.8. Have at least half of the teams appoint assistant coaches to assist with development and succession planning;
- 2.9. Investigate what incentives can be offered to encourage coach and manager nominations at low or no cost to the organisation;
- 2.10. Peel Hockey representation at the Hockey WA annual conference.

3. Grow – to increase participant numbers across both junior and senior programs by 15% each year over the next three years

Work with the Peel Hockey Directors (Local Junior and Senior) to:

- 3.1. Develop and implement new participation and competition initiatives during 2019 / 2020 seasons;
- 3.2. Collaborate with Club Development Officers within the Peel region's local governments to facilitate the development and capacity building of local hockey clubs;
- 3.3. Engage local club representatives at school clinics and coaching sessions;
- 3.4. Provide incentive for new registrations;
- 3.5. Improve the transition rate from clinics to competitions and programs;
- 3.6. Improve the retention and transition of players from junior to senior hockey
- 3.7. Ensure the implementation of Hockey WA Ambassador Program in schools within the region;
- 3.8. Assist in the engagement of CaLD and indigenous sectors of the community;
- 3.9. Investigate funding opportunities through bodies such as Office of Multicultural Interests;
- 3.10. Deliver HWA Indigenous Support Program.

4. Governance – complete implementation of off-field efficiency initiatives

Assist the Board to:

- 4.1. Review and implement a risk management plan;
- 4.2. Review existing and where required develop new policies/procedures, ensuring they are relevant and specific to Peel Hockey
- 4.3. Develop and implement operational planning at a regional and club level
- 4.4. Participate as required in regular meetings with funding bodies to provide ongoing updates and review of agreement
- 4.5. Provide bi-monthly updates and reports to Board on key work, progress and outcomes of the Development Officer's role
- 4.6. Investigate initiatives which have had success retaining and recognising volunteers in another organisation
- 4.7. Implementation of relevant Hockey WA and Peel Hockey policies, programs and pathways;
- 4.8. Ensure the relevant, specific, timely and consistent reporting of progress on Peel Hockey's Strategic Plan;
- 4.9. Develop reporting templates for each Director portfolio to ensure consistency and accountability.

5. Infrastructure – provide sustainable high quality facilities that cater for growing participation

Assist the Board to:

- 5.1. Ensure sufficient facilities to accommodate current and future membership by booking and maintaining Peelwood grass fields



KEY COMPETENCIES OF THE POSITION

Communication

- Speaking Effectively:
 - Can adapt their conversations to suit any audience;
- Writing Effectively:
 - Provide accurate written information using forms templates and language appropriate to the task;
- Networking:
 - Has ability to establish own networks and maximises both internal and external networking opportunities.

Teamwork

- Fosters Teamwork:
 - Is a cooperative leader who can balance their own needs with those of the team.
- Honesty & Integrity:
 - Can follow through on promises and commitments, while modelling the values of the organisation;
- Diversity:
 - Demonstrates cultural sensitivity and adjusts personal style in response to stakeholder/member differences.

Initiative & Enterprise

- Takes Initiative:
 - Has the ability to identify areas where obvious improvements can be made to programs and processes, using their previous experience and best practice;
- Solving Problems:
 - Can identify problems and achieve appropriate remedies, either using own initiative or in consultation with the wider team.

Planning & Organising

- Planning:
 - Can identify what is needed to successfully plan for an outcome and empower relevant staff to achieve similar outcomes;
- Managing Work:
 - Can manage workload to agreed timeframes;

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Peel Hockey's Code of Conduct, policies and procedures and any relevant or appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS AND SELECTION CRITERIA

Essential Pre-employment requirements:

- 'C' Class Driver's Licence and access to a reliable mode of transport
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.
- Due to the nature of this position, out of hours and weekend work may be required.
- Current valid Working with Children Check;

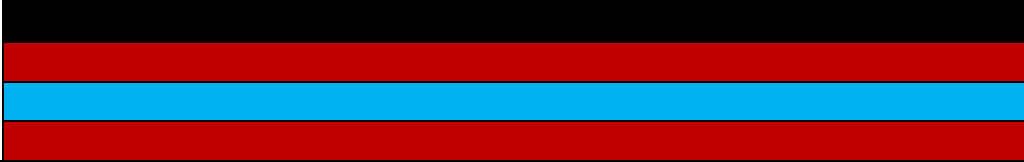
Applicants should demonstrate their capacity to meet the following selection criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

- Demonstrated ability to deliver programs and clinics within budgets;
- High level communication skills and ability to elicit cooperation from and work with a diverse group of people/stakeholders;
- High level administrative and organisational skills;
- Ability to work independently;
- Proven public speaking and presentation skills;
- Ability to effectively plan and prioritise work and maximise the use of internal and external resources to achieve outcomes;
- Flexibility in respect to work hours and travel;
- Competence in commonly used personal computing applications

Desirable Criteria

- Experience working within a member-based association, particularly of a sporting nature;
- Experience working in or with primary / secondary education institutions;
- First Aid training;
- Exposure within the sport of hockey possessing relevant accreditation in a coaching or wider administrative field;



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening and Working with Children clearance.

Training:

- Complete induction with both Peel Hockey and Hockey WA (separately) within one month of commencement;
- Complete any training specific to the role required by Peel Hockey and / or Hockey WA;

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Peel Hockey Board Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Organisation's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)