



<b>Role</b>	Head of Operations
<b>Reporting to</b>	AFL Region Manager
<b>Location</b>	Casey Fields

### Position Overview

The objective of the Head of Operations is to deliver the operational effectiveness of the AFL South East senior and junior leagues, including the Mornington Peninsula Nepean Football League (MPNFL), South East Football Netball League (SEFNL), Frankston & District Junior Football League (FDJFL), South East Juniors (SEJ), South East Women's Football (SEWF). The position also has oversight of the regions umpire bodies.

### Experience and Qualifications

#### Required

- Previous senior management experience in a sporting environment
- Extensive operations experience
- Excellent written and verbal communication skills
- Experience and skills in developing and conducting presentations, and events
- Experience working with community organisations and volunteers
- Ability to work both independently and as part of a team
- Current Driver's License
- Strong work ethic, with ability to work flexible hours

### Key Relationships

#### Reports to:

- AFL Region Manager

#### Direct reports:

- Junior Football & Development Manager
- Senior Football & Region Umpire Manager
- Finance Manager
- Netball & Events Manager

## **Internal Communications**

- AFL South East Staff
- AFL South East Umpiring Department Coaches
- AFL South East Member Clubs
- Southern Umpires Association
- AFL South East Umpiring Participants

## **Key Responsibilities**

### Administration

- Oversee the conduct of all football and netball competitions for the AFL South East, with the support of the respective operational managers
- Assist the AFL Region Manager as required
- Responsible for working with Operations Managers to maximise the performance, management and operation of AFL South East affiliated Leagues
- Ensure all club and stakeholder correspondence is distributed in a timely manner

### Strategy

- Make recommendations to the Region Manager regarding identified areas of priority for education and training programs
- Assist the Region Manager and the Commission in the preparation of Reviews and Strategic Plans
- Maintain an updated work plan to present to the Region Manager a regular basis

### Finals

- Oversee preparation for senior and junior football finals series within AFL South East
- Manage the operational staff and oversee decisions on venue selection and discussions with councils, host clubs and related bodies
- Ensure all event management procedures are in place for finals, such as gatekeepers, ground managers, security, ground access, etc

### Finance

- Manage the establishment and maintenance of high quality record and file storage systems for each league/association in AFL South East
- Develop draft annual budgets for each of the Leagues in AFL South East for discussion with the Finance Manager. Final approval is with the Region Manager
- Monitor the actual financial numbers for each of the Leagues in AFL South East to ensure they are remaining consistent with budget. Actuals, including variances, to be communicated to Clubs on a quarterly basis

### Events

- Oversee the planning and coordination of annual functions along with any other events throughout the year