

POSITION DESCRIPTION



OVERVIEW

TITLE	National Competitions Manager
DEPARTMENT	CEO Office
LOCATION	Sydney (Head Office) / NSW
REPORTS TO	General Manager – Competitions
WORK TYPE	Full-Time Permanent
HOURS/DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	13 January 2025
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	

ACCOUNTABILITY

Number of direct reports <i>(How many people directly report into this role?)</i>	1
Number of indirect reports <i>(How many people indirectly report into this role?)</i>	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	

ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all

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3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

- This is a hybrid role focused on Principles IV, V, VII, IX and X of the XI Principles of the future of Australian Football, and is predominately responsible for managing the operations and administration of National Competitions including the National Second Tier and Australia Cup.
- The National Competitions Manager role will be responsible for supporting the GM – Competitions in delivering the Australia Cup and ensuring continued alignment across the NPL and their respective Member Federations.
- The National Competitions Manager role will also be dedicated to supporting the GM – National Second Tier in developing and delivering the National Second Tier competition ensuring sustained growth against Football Australia's strategic plan. This will include direct involvement in growing a new competition brand and successfully executing the inaugural season kicking off in October 2025.

ROLE RESPONSIBILITIES

NPL:

- Administer and oversight of the rollout of the NPL to the Member Federations including national club licencing criteria, player points system and alignment of the national technical direction within the NPL;
- Develop and administer national NPL competitions i.e.) NPL Finals Series for men and women.
- Continued focus on greater consistency across NPL competitions in each Member Federation, including competition rules and alignment and administration of the Domestic Match Calendar (DMC);
- Develop relationships with Member Federations and clubs;
- Provide reports and information to the General Manager - Competitions and Participation on specific programs and activity plans;

Australia Cup:

- Management and delivery of Australia Cup competition administration (competition regulations, player and team registrations and match scheduling);
- Work with Member Federations to deliver the Preliminary Rounds of Australia Cup leading up to the Final Rounds.
- Collaborate with Football Australia Finance regarding registration fee payment process, Member Federation subsidies and other financial matters.
- Work with Events and Commercial departments to oversee match delivery, venue audits and selections which consider the needs of broadcaster, clubs, Member Federations and Football Australia;
- Lead the Australia Cup Project Team with operational planning.
- Administer the Australia Cup budget in consultation with the GM - Competitions.
- Administer and conduct the live draws.

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National Second Tier:

- Delivery of NST competition regulations, player and team registrations and match scheduling.
- Work with Events and Commercial departments to oversee match delivery, venue audits and selections which consider the needs of broadcaster, clubs, Member Federations and Football Australia.
- Oversee the end-to-end process of any regulatory breaches that may occur in consultation with the GM - NST.
- Work with Football Australia Events and Commercial departments to oversee match delivery, venue audits and selections which consider the needs of key stakeholders including the broadcaster, clubs, Member Federations and Football Australia.
- Administer and conduct the NST fixture draw including both the home and away season, and finals series in alignment with the Domestic Match Calendar (DMC);
- Administer and oversight of national club licencing criteria, player roster principles and alignment of the national technical direction within the NST.
- Focus on continuous improvement, innovation, and greater consistency across the NST including attending workshops and forums with participating NST clubs.
- Develop and foster professional working relationships with competition managers across NST clubs and Member Federations.
- Work closely with the Football Australia Competitions team on scheduling and calendar development to optimise outcomes.

General

- Support the Technical Department in the development and communication of the Domestic Match Calendar
- Research and keep informed on industry best practise of similar programs both in Australia and overseas.
- Primary contact point for Member Federation Competition Managers on national competition related matters.
- Assist with the administration of the national club licencing system in relation to Australia Cup and NST teams.
- Interface as needed with the Asian Football Confederation (AFC), FIFA and Member Federations.
- Lead administrative activities relating to AFC Competitions
- Manage the Competitions Coordinator, understanding the number of direct reports and/or competition portfolio may be adapted consistent with the future growth of respective competitions.

ROLE OUTCOMES/ DELIVERABLES

- National rollout of the national competitions (NPL Australia Cup and NST);
- Ensure the highest levels of service consistency are maintained across national competitions.
- Leadership and operational support that ensures the effective operation of national competitions.
- Foster healthy and robust working relationships with Member Federations, broadcasters, commercial partners, venues and other stakeholders both external and internal.

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- Contribute to the planning and development of the key strategic objectives associated with national competitions.
- Contribution to the Football Australia’s achievement of the proposed measure in the XI Principles.
- Ensuring the Competitions maintain a positive relationship with key stakeholders, setting the example for other teams.

MAJOR INTERACTIONS

- Football Australia Staff – Commercial, Marketing, Digital, Communications, Technical, National Teams
- APL
- Member Federations
- NST Foundation Clubs
- AFC and FIFA
- Local Associations
- Commercial partners

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Excellent communication skills, particular written and presentation.
- Proven experience working in community sport and high-performance environments.
- Project management experience.
- Knowledge of sport administration systems.
- Strong attention to detail
- Ability to develop and implement strong processes
- Understanding of licensing standards as they relate to competition compliance
- Experience in event delivery and having an understanding of what is required to run a professional competition.
- Diplomacy and strong customer service approach.
- Understanding of core principles of Football Development.
- Strong IT knowledge and skills in Microsoft Office products.
- Awareness and alignment to the Football Australia XI Principles

QUALIFICATIONS

Desirable

- Bachelor’s degree in Sports Management
- Bachelor’s degree in Sports Administration
- Bachelor’s degree in Project management

UNIQUE CRITERIA

The following selected items identify the requirements of the role

- Out of hours and weekend work

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- Intra and/ or Interstate travel
- International Travel
- Significant periods of work away from home
- Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- National Police Check
- International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- Full working rights in Australia
- Working with children check (paid/ employee) or state- based equivalent
- Working with children check (volunteer) or state- based equivalent (volunteer roles only)