



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Chief Executive Officer</b>
-----------------------	--------------------------------

Reports to SportWest Board

- Business Units
- Communications
  - Events
  - Member and Partnerships
  - True Sport Program
  - Women of Sport Network
  - Administration

### SPORTWEST VALUES

Lead | Respect | Advance | Engage

### ABOUT SPORTWEST

SportWest is the peak industry body for sport and active recreation in Western Australia. Our purpose is to lead, advocate and enhance the capability of the Western Australian sport and active recreation industry to enrich our communities. Our values of Lead, Respect, Advance and Engage underpin everything that we do.

### POSITION PURPOSE

SportWest has undergone significant change and growth in recent years and continues to have a focus on advocating and enhancing the capability of the sporting industry in WA. Our vision is for all Western Australians to be connected and engaged in sport and active recreation. The CEO position's primary responsibility and purpose is to provide leadership and operational management to achieve this. The CEO reports to a board and has full responsibility for 10 staff and the day-to-day operations of the business.

### KEY RESPONSIBILITY AREAS (KRAs)

<b>KRA 1</b>	Provide executive leadership and operational management of SportWest.
<b>KRA 2</b>	Develop the capability of the people and organisations who support the sport and active recreations industry in Western Australia including SportWest members.
<b>KRA 3</b>	Lead initiatives to improve access to sport and active recreation participation opportunities for the community.
<b>KRA 4</b>	Lead the growth of an innovative sport and active recreation sector in Western Australia that embraces knowledge, collaboration, data, and technology.
<b>KRA 5</b>	Drive projects and activities that promote the community value of sport and active recreation.
<b>KRA 6</b>	Lead an innovative strategy to strengthen the SportWest membership.
<b>KRA 7</b>	Advocate for and represent the WA sport and active recreation community at all levels.
<b>KRA 8</b>	Evolve and continually improve the governance and operations of SportWest.



## POSITION DESCRIPTION

KEY RESPONSIBILITY AREAS (KRAs)	
<b>1</b>	<b>Provide executive leadership and operational management of SportWest</b>
<b>1.1</b>	Lead and drive the strategic direction for SportWest.
<b>1.2</b>	Work in partnership with the Board to develop and achieve the vision for SportWest.
<b>1.3</b>	Provide leadership to staff, volunteers, consultants, and members.
<b>1.4</b>	Develop and maintain key stakeholder relationships including strategic partnerships.
<b>1.5</b>	Provide the Board with comprehensive information and timely advise on all governance matters affecting SportWest.
<b>2</b>	<b>Develop the capability of the people and organisations who support the sports industry in Western Australia</b>
<b>2.1</b>	Develop and deliver projects and services that meet the needs and build the capability of the industry.
<b>2.2</b>	Lead industry engagement with government to assist the development of policy specific to the needs of the industry.
<b>2.3</b>	Identify opportunities to enhance efficiencies and help our members succeed.
<b>3</b>	<b>Improve access to sport and active recreation participation opportunities for the community</b>
<b>3.1</b>	Advocate for and support the sector to work with all tiers of government to determine future facility needs and to access the required investment.
<b>3.2</b>	Provide support to the sector to address costs of delivery and assist with the identification of opportunities for collaboration amongst the sector to increase efficiencies.
<b>3.3</b>	Assist the sector to develop initiatives to improve access to sport in regional areas.
<b>4</b>	<b>Lead the growth of an innovative sport and recreation sector in Western Australia that embraces knowledge, collaboration, data, and technology</b>
<b>4.1</b>	Support ongoing research to measure participation and to provide data driven decisions for the industry.
<b>4.2</b>	Support the industry by being pro-active in identifying, accessing, and implementing new technologies and innovations that improve sector capability.
<b>4.3</b>	Continually advocate for increased collaboration within the industry.
<b>5</b>	<b>Drive projects and activities that promote the community value of sport</b>
<b>5.1</b>	Amplify the voice of the sport and active recreation industry through the use of data to demonstrate the value and impact of the industry.
<b>5.2</b>	Deliver industry leading initiatives that drive positive changes in the industry such as True Sport and the Women of Sport Network as well as new opportunities identified through engagement with the industry and government.
<b>5.3</b>	Deliver initiatives to recognise individual, organisation and industry achievements such as the SportWest Sports Awards.
<b>5.4</b>	Host, facilitate and contribute to relevant industry events and functions.
<b>6</b>	<b>Strengthening our members</b>
<b>6.1</b>	Ensure the delivery of a membership structure that encourages increased membership and member engagement.
<b>6.2</b>	Engage with members to deliver projects that meet their needs.
<b>6.3</b>	Ensure the delivery of relevant services, information, and resources for our members.
<b>7</b>	<b>Advocate for and represent the WA sport and active recreation community at all levels</b>
<b>7.1</b>	Contribute to industry related reference groups and reviews.
<b>7.2</b>	Engage with government, political and industry leaders regularly to accurately represent the industry.
<b>7.3</b>	Ensure the opportunity to influence public policy and investment in the industry through maintenance of successful and meaningful stakeholder relationships.



## POSITION DESCRIPTION

<b>8</b>	<b>Evolve and continually improve the governance, operations, and sustainability of SportWest</b>
<b>8.1</b>	Continually strive for new partnerships and opportunities to support the strategic priorities of SportWest.
<b>8.2</b>	Leverage our core strengths to deliver services that meet the needs of our industry and diversify our revenue streams.

### POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

Proven experience in a senior leadership role within a dynamic environment, ideally within the sport and active recreation industry or related field.
Demonstrated ability to build high performing teams whilst establishing and maintaining a positive organisation culture.
You are a strategic thinker with the proven ability to translate vision into action.
Advanced interpersonal, communication and negotiation skills with a demonstrated ability to engage effectively with staff, the community, stakeholders, and all levels of government.
Demonstrated ability to work proactively with a board or management team to drive organisational change and growth with a track record of delivering results.
A strong understanding of the sport and active recreation landscape in the Western Australian community.
Strong financial acumen, with demonstrated experience in developing and managing organisational budgets.
A collaborative and inclusive leader with the ability to demonstrate a commitment to diversity, equity and inclusion.
Commercial aptitude and the ability to drive new sources of revenue.
Proven capability to promote a culture of continuous improvement within the sector in Western Australia.
Exceptional work ethic with the ability to work under pressure, plan workloads and effectively delegate to others.
A willingness to commit to and drive the SportWest strategic plan, values and priorities.
A commitment to always act with integrity and compassion, showing care to those around you prioritising relationships in your day-to-day actions.
Relevant tertiary qualifications and / or at least six (6) years' experience in a senior management or CEO role ideally in the sport and active recreation industry in Australia.
Appointment will be subject to satisfactory Criminal Record and Working with Children Checks.

### KEY EXTERNAL RELATIONSHIPS:

- Federal, State and Local government
- Minister for Sport and Recreation
- SportWest members
- Industry advisory committees
- Strategic partnership representatives
- Media representatives
- DLGSC
- WA and other State Sporting Associations
- National Sporting Associations
- Community Sport Australia

### EMPLOYMENT POLICIES

The conditions outlined within the SPORTWEST Employment Policies Manual and your individual letter of employment, shall apply at all times. SportWest is an equal opportunity employer and diversity in our workplace is valued and encouraged.

### HOURS OF WORK

This position will involve work outside normal business hours including evenings and weekends.

