



Position Description – August 2017

Job Title:	Project Manager – The Basketball Network (TBN)
Business Unit:	Community and Stakeholder Relations, CASH
Reporting to:	GM, Community and Stakeholder Relations
Direct Reports:	Nil
Location:	Melbourne

1. Basketball Australia

Basketball Australia (BA) is the governing and controlling body for the sport of basketball in Australia. A not-for-profit business, Basketball Australia's members are the eight state and territory basketball associations.

Basketball Australia manages elite high performance teams including national teams (Boomers & Opals and Rollers & Gliders), elite competitions including the Women's National Basketball League (WNBL) and the South East Australian Basketball League (SEABL), annual national junior championship events as well as Australian basketball's official junior game development program – Vicinity Centres Aussie Hoops.

Basketball is an Olympic and Paralympic sport and shares one of the highest international sporting profiles. Australia as a nation is currently ranked fifth in the world by the international governing body FIBA.

Basketball Australia manages 15 national teams which compete in Olympic and Paralympic Games and FIBA and IWBF World Cups/Championships.

2. About the Role

Background:

Over the next 18 months the new The Basketball Network (utilising TG Platform) will be rolled out by Australian basketball in conjunction with SportsTG (STG) across all basketball associations in the nation.

The Basketball Network is the national basketball database and associated competition and membership module system. The Basketball Network enables basketball associations across the country to run basketball activities at the grassroots level, at the same time as providing the NSOs and SSOs with a more streamlined and commercially viable system of dealing with their members. The new TG Platform is an upgraded product of SportsTG and will be rolled out across the nation.

The implementation of the Basketball Network, TG Platform will begin with a pilot roll out in NSW, commencing August 31, but only after extensive training and testing in the NSW environment.

The role:

The Project Manager will plan and control the roll out of TG Platform as the new basis of The Basketball Network across the nation.

The Project Manager will be responsible for liaising with STG, the BA Project Manager and State contacts on timelines for education, roll out and support.

The Project Manager will produce project documentation (the “TBN roll out pack”) that outlines dates and milestones to complete the project. The documentation will be produced for all States and Territories to enable planning at a State level.

The Project Manager will communicate timeline documentation with all States and the TBN Committee and will provide communications at critical points of the project to ensure Associations are informed of progress and issues.

This position is a contract role for a period of 14 - 18 months, by which time the project roll-out will be mostly completed and management of the system can be handed back to BA and State staff.

3. Specific Responsibilities

3.1. Project Management

- Edit/Update and obtain approval of the roll out plan, including appropriate supporting/planning documents including communication and training plan
- Detail the steps and dependencies of the roll out
- Determine the appropriate decision matrix to involve the stakeholders at the appropriate stages of the project (e.g. RACI matrix)
- Work with the BA Project Manager, STG and all States to roll out TG platform across the nation
- Ensure thorough and regular communication with the State Bodies
- Maintain appropriate project management documentation that can be easily accessed by all parties involved in the project
- In consultation with STG, produce all TBN Rollout documentation including roll out information packs, communications to all parties
- Provide updates for the BA website to include information and resources
- Co-ordinate key project events including training, briefings and key community engagement events
- Advise on best practice for inter-office network systems

3.2. Education and Training

- Document the training and support strategy
- Produce education and training documents to supplement the roll out of TG platform
- Support the BA Project Manager with training resources and information packs.
- Implement the appropriate schedule for training and for key stakeholders

3.3. Information Technology

- Produce plans and communicate dependencies for any integration with current systems

- Plan added data migration and cleansing as required
- Work with external technology partners (SportsTG and Genius Sport)

4. Expected Outcomes

- Understanding of the project and rollout timelines by all stakeholders
- Successful resolution of issues and problems throughout the roll out
- Training delivered successfully
- Successful roll out of the TG Platform across the nation by the agreed timelines

5. Essential Skills & Experience

- Strong knowledge of project management, certifications preferred
- Proven track record of delivering complex technology projects within timeframes and budgets
- Proven ability to prioritise conflicting items and dependencies
- Proven ability to retain focus in a complicated project environment with several competing priorities
- Sound understanding of transaction systems
- Understanding of the Salesforce platform
- Experience with multiple stakeholders
- Strong sense of organisation and planning, time management
- Highly motivated and ability to engage and motivate others to achieve outcomes
- Ability to achieve outcomes within set timeframes
- Sound knowledge of database platforms
- Understanding of complex multi layered organisations
- Customer focus with the ability to see problems from the users' perspective

7. Qualifications

- Formal business and/or project management qualifications would be preferred, but a proven track record of success will be a more important criterion for consideration