

## Job Description

### Position Title:

Chief Executive Officer

### Short Description:

The Chief Executive Officer is responsible for overseeing all operational aspects of the business to ensure delivery of plans and objectives of the organisation.

This is a full-time role, based at the Melbourne headquarters located in Williamstown, and will also include occasional travel. The role will require some evening and weekend work in order to deliver on the priorities and outcomes of the organisation.

The CEO is responsible for building positive and effective working relations with Member States, the Badminton World Federation (BWF), the Australian Sports Commission and other peak sporting bodies, and providing high level representation to current and potential partners, sponsors and stakeholders.

**Duration:** Initial contract period of 3 years, subject to an initial 6-month probation period. A further contract period may be offered subject to performance.

**Salary:** A remuneration package up to \$120,000 will be offered based on skills and experience of the successful applicant.

### The Organisation:

Badminton Australia Ltd is the peak body for the sport of Badminton within Australia. Affiliated with the World Badminton Federation, it leads and develops the sport of Badminton across the country in partnership with its member State/Territory Sporting Organisations. Badminton has the unique position of being both an Olympic and Commonwealth Games sport, and has in excess of 15,000 registered members throughout Australia.

Key functions of Badminton Australia include operation of a High Performance Program, based in Melbourne, which is largely funded by the Australian Sports Commission. Badminton Australia also manages three International Tournaments, four National carnivals and oversees player participation, coach and technical official education along with player development.

Badminton Australia has a small group of key staff who are predominantly based in our Melbourne Headquarters.

### The role will:

- Oversee all operational aspects of the organisation including the management and monitoring of key strategic performance indicators.
- Provide Executive Leadership and strategic advice to the Board on operational matters affecting the sport in Australia.
- Perform the function of Company Secretary thereby ensuring the organisation complies with all aspects of the Corporations Act.
- Provide leadership, supervision and oversight of Badminton Australia staff.
- Work in partnership with the National Coach/High Performance Manager.



- Develop strong and constructive partnerships with Member States and Territories, the Australian Sports Commission, Badminton World Federation and other peak sporting bodies.
- Represent Badminton Australia at key strategic forums including meetings, events and functions.
- Work collaboratively with all stake-holders to grow and develop the sport of badminton in the Australia.
- Develop the annual operation plan aligning with the Strategic Plan and priorities for the organisation.
- Oversee the implementation of the operational plan to achieve KPIs.

**The individual will have:**

- Previous CEO experience and demonstrate leadership skills in sports management along with the capacity to promote and represent the sport of Badminton at the highest levels.
- High level communication skills, particularly the ability to negotiate and advocate for funding on behalf of the sport.
- Demonstrated skills in sports marketing and promotion including the capacity to generate sponsorship and partnership arrangements and seek out new opportunities.
- Demonstrated ability to manage risk, to analyse and interpret financial information and make decisions that will secure the sport's long-term future.
- Significant experience of managing multiple stakeholders in both a political and commercial context.
- An ability to work in a small team and complete both the day to day routine tasks of office management as well as the more strategic planning and operations of a National Sporting Organisation.