



Job Description – Team Manager

Reports to: International Director, AMMNA

Purpose of Position:

1. Promote a high performance culture and ensure the effective management of Australian Teams while at training, camp or touring.
2. Meet all managerial requirements and expectations as outlined in the AMMNA Managers Handbook.

Key Responsibilities

- To be familiar with, and adhere to, all AMMNA policies, programs and codes of conduct, including any introduced during their term.
- Liaise with AMMNA, coaches and athletes to ensure communication and relevant information is shared between all stakeholders on a timely basis.
- Attend team training and games as required by the Head Coach and assist in relation to first aid, team catering and bench duties.
- In consultation with the AMMNA International Director and Tour Manager provide support in relation to logistic and administrative requirements including, but not limited to travel and accommodation requirements, fitting and distribution of team uniforms and the completion of competition and athlete documentation.
- Manage team budget, including but not limited to:
 - Meal and petrol allowance
 - Incidental and ice allocation
 - Complete and submit an end of championship reconciliation of all expenses.
- Attend all Coaches and Managers Meetings as determined by the AMMNA Committee
- Promote and lead a high-performance culture and role model Code of Conduct behaviour; within the Australian Team environment.
- Ensure a safe and inclusive environment for all participants and early reporting and intervention where issues arise.
- Report back to the AMMNA Committee as part of the end-of-season review process held within one month of completion of the representative season.



SELECTION CRITERIA

The Team Manager roles will require a range of personal and professional skills including:

Qualifications and experience

- Will need to be registered with their Member Association.
- Relevant Team Management Experience at a State or Representative level.
- Demonstrated commitment to their professional development as a coach.
- Ability to meet the duties, attendance and requirements as per this description.

Knowledge and skills

- Highly developed planning and organisational skills.
- Understands and complies with the relevant policies and processes.
- Ability to inspire, empower, influence and enable other.

Personal attributes

- Able to build trust and respect.
- Effective leadership skills, demonstrating a high level of interpersonal and communication skills.
- Positive, confident and decisive.
- Political acumen, initiative and pro-active problem solving
- Flexibility, adaptability resilience
- A desire to learn and be innovative
- Ensures that players and management understand the importance of ensuring all Australian representatives are considered role models, and that the brand and profile of the players, management, team, AMMNA are portrayed positively at all times.

Other

- All candidates applying for this position must hold a current driver's license and current Working with Children Check (copy WWCC to be submitted with application).
- All candidates applying for this position will have undertaken training within their Member Organisation relating to Child Safeguarding and produce evidence of completion.
- Current First Aid Certificate