



CDSFA POSITION AND JOB DESCRIPTION

Role title:	Paralegal
Reports to:	Manager Football Operations
Area:	Football Operations
Roles that report to this role:	Nil
Functional Relationships:	CDSFA Management & Staff, Canterbury Referees Association, Clubs, Football NSW
Location:	Ashfield, Sydney

ROLE PURPOSE

Manage, supervise, coordinate judiciary, disciplinary and appeals tribunals and committees established by CDSFA and, under the general direction of the Manager Football Operations, assist in the delivery of best practice disciplinary processes to CDSFA members.

KEY ACCOUNTABILITIES

- Point of contact for stakeholder enquiries regarding CDSFA Judiciary, Disciplinary and Appeals rules and regulations.
- Manage all tribunal matters raised at CDSFA including from the initial receipt of a complaint, incident or dispute, to the drafting any laying of charges through to the distribution and recording and archiving of determinations.
- Liaise with Management on disciplinary matters which may warrant being dealt with administratively as an alternative to a tribunal.
- Manage and administer the Judiciary Committee (JC) which deals with all Red Cards (send-offs), Disciplinary Committee (DC) which deals with all on-field / off-field misconduct that is not dealt with by the JC, including the issuing of warning letters, suspensions and other penalties in accordance with CDSFA's rules and regulations and update and maintain the CDSFA database to reflect determinations.
- Provide and manage the logistical and operational support required for the JC, DC and Appeals Committee (AC). Including being in attendance when in session.
- Review the determinations of tribunals to ensure consistency and to determine any matters which should be raised with Management.
- Liaise with a range of internal and external stakeholders including association and club representatives, tribunal and committee members and legal representatives to ensure the delivery of best practice disciplinary processes and that due process is followed.
- Ensure the integrity of confidential information is always maintained.

OTHER REQUIREMENTS

- Flexible work hours may be required from time to time including night and weekend work.
- Working with Children Number for paid workers.
- Commitment to CDSFA values, behaviours and culture.
- Current driver's license.

P. 02 9716 8558

admin@footballcanterbury.com.au

footballcanterbury.com.au

42 Arthur St Ashfield NSW 2131

PO Box 973 Ashfield NSW 1800

@footballcanterbury 

@footballcanterbury 

@cdfsfootball 

ABN: 17 086 270 609





VALUES AND BEHAVIOURS

- Provide strong leadership
- Build trust via integrity, transparency and accountability
- Behave professionally
- Act as a team
- Maintain customer focus
- Be passionate about improving football

WORK HEALTH SAFETY RESPONSIBILITIES

- Comply with health and safety legislation and company policies and procedures, including the WHS System.
- Take reasonable care that their acts or omissions do not adversely affect their health or safety, and/or that of other persons.
- Must report all hazards, incidents, and near misses to their managers as soon as practically possible to ensure the health and safety of themselves and that of others in the workplace, including contractors and third parties.

PROFESSIONAL EXPERIENCE/QUALIFICATION

- Final Year Law Student

The applications close on 31 January and a covering letter with a CV should be sent to ceo@footballcanterbury.com.au