



Position Description

Position Details

Position Title:	Chief Executive Officer
Employment Type:	Full time
Report to:	Football NSW Chair
Location:	Valentines Sports Park, Glenwood NSW
Commencement Date:	December 2022 / January 2023

Why work for Football NSW?

Football is the sport for all and the game that can engage for a lifetime.

Football NSW (FNSW) is the governing body for association football and futsal in the Australian state of New South Wales, with the exception of the northern regions of NSW. FNSW is a Member Federation of the national governing body, Football Australia (FA).

Our purpose is to facilitate the best experience for all. Our mission is to lead and support the growth of football across all cultures and communities.

FNSW's aim is to grow, develop and promote the beautiful game by supporting our members, stakeholders and football family through effective governance, strong leadership, transparent communication, professional administration, and clear strategic direction. We want to drive a new era of alignment and collaboration between our Members, FNSW and FA.

For more information, please visit www.footballnsw.com.au

Main Purpose

To provide leadership and a clear sense of direction for FNSW, with overall executive responsibility for the development and execution of FNSW's Strategic Plan. The Chief Executive Officer (CEO) is responsible for building FNSW's profile and brand and leading the stewardship and development of FNSW Members and Stakeholders. The CEO will be highly visible in the football community and active in the development of impactful relationships with Associations and Clubs; business leaders and their organisations, other Member Federations, government, and the media, to further the profile and capacity of FNSW, and to build new and enduring partnerships.

The CEO will be responsible for implementing FNSW's 2022-2025 Strategic Plan which includes for the following strategic goals:

- **Football remains the largest participation sport**
- **Football is the largest team sport for females**
- **Achievement of 50/50 gender participation.**

These goals will be achieved by focusing on the following five pillars:

- **Growing Female Football:** capitalising on the hosting of the 2023 FIFA Women's World Cup to leave a legacy for female football.
- **Supporting Community Football:** achieving 75% retention rate by supporting our members to deliver positive football experiences for all participants.
- **Enhancing our Competitions:** delivering quality competitions for all participants and supporters.
- **Producing Football Talent:** average 45% selection for national teams by providing development opportunities through our high-performance pathways.
- **Providing Leadership:** being collaborative, transparent, and ambitious in the governance and operations of the game.

Key Responsibilities

Operational Management

- Provide supervision and management of day-to-day affairs within policies established and agreed by the Board
- Monitor the FNSW's operations to ensure that they are in accordance with any relevant legislation.
- Ensure appropriate systems are in place to effectively and efficiently manage FNSW's business consistent with its vision, mission, purpose and strategic goals
- Recruit personnel, including ensuring FNSW meets its employment obligations at law and that appropriate remuneration structures are in place, and that staff are appropriately oriented on appointment
- Foster ethical and responsible decision-making by staff and set the ethical tone for FNSW
- Attend FA Member Federation CEO meetings as invited and provide input into strategic decision making and the alignment of FNSW's priorities to FA opportunities as appropriate
- Develop the FNSW's capabilities in alignment with the strategy (e.g. innovation, etc).
- With the Board, ensure effective succession plans are in place for the position of CEO and all other key operational positions.
- Ensure that FNSW's structure and reporting lines are suited to achieve FNSW's strategic objectives.

Communication and Engagement

- In collaboration with the Board, lead FNSW's strategic direction
- Build trust, profile, and awareness in the FNSW brand
- Oversee all promotion and communication initiatives are consistently presented in a strong, positive way
- Maximise all available communication channels including via conventional media outlets, and social media
- Serve as the primary spokesperson and representative for FNSW, including as key media spokesperson and at public speaking events, football presentations, working in conjunction with the Board as appropriate
- Identify new opportunities and initiatives that will capture new participants and create greater engagement
- Manage relationships between FNSW and FA, seeking input on key issues as appropriate
- Ensure communication with key stakeholders is timely and appropriate
- Liaise at a senior level with Commonwealth, State and Local Government representatives and any other business or community organisations as required
- Liaise with all appropriate peak organisations such as FA to ensure FNSW maintains a high profile.

Governance

- Work collaboratively with the Board and individual Directors and committee/sub-committee members to support their engagement in FNSW and the optimisation of the connections, skills and experience, and resource capability they offer
- Ensure the Board is provided with the information necessary to fulfil its legal duties and responsibilities and to support decision-making
- Ensure minutes and meeting documentation are provided to the Board or committees according to the timeframes set out within the respective Charter
- Prepare and report on financial accounts for the Board
- Ensure FNSW has appropriate governance policies in place and that these are regularly reviewed by the Board
- Ensure organisational commitments are made within delegated approval authorities
- Ensure Board committees/sub-committees have charters and that these are reviewed by the Board, as well as assisting these committees to fulfil their charters
- Ensure adherence to contractual obligations
- Ensure FNSW complies with all corporate, regulatory and government requirements
- Brief legal counsel, with the Chair's agreement, as needed
- Provide any required regulatory or government assurances or reporting requirements regarding the organisation and its activities
- Maintain FNSW's paper and electronic records and documents in accordance with legislative requirements and ensure controls are in place to protect data, particularly with respect to participant details.

Finance and Risk Management

- Meet agreed financial targets
- Negotiate new and improved funding arrangements from Government Departments and agencies
- Develop an annual budget, taking into consideration FNSW's objectives, service commitments, and directives of the Board or the Audit Risk & Finance Committee
- Review expenditure against budget and report variances to the Board
- Liaise with FNSW's finance manager and external auditor as needed to ensure compliance and appropriate management of finances
- Establish systems to identify and manage risks and report to the board on management of risks as needed.

Planning and Review

- Through active engagement with key stakeholders, performance analysis, and the review of opportunities and trends, finalise and review annually the rolling five-year strategic plan to continue to build FNSW's capability and to maximise performance for FNSW
- Implement a reporting framework to track outcomes against the strategic plan and provide regular progress reports to the Board
- Identify new opportunities and initiatives that will capture new participants and create greater engagement.

Other duties as assigned by the FNSW Board Chair in line with FNSW's strategic vision.

Selection Criteria

Essential

- High level of energy, passion, initiative, and drive
- Experience as a CEO in a relevant or similar role, preferably within the Sport sector
- Demonstrated ability to develop and execute strategies to deliver targeted outcomes
- Experience in building brand profile and awareness and community engagement
- Ability to build and maintain effective and collaborative relationships at senior levels and influence outcomes
- Strong analytic orientation and ability to identify and leverage data to improve outcomes
- Demonstrated experience as a "hands-on" leader of an agile organisation
- Strong understanding of required governance, regulatory and risk management requirements
- Excellent verbal and written (board-level) communication skills
- Ability to motivate, mentor and coach people to high levels of performance
- Demonstrated highest degree of integrity and ethics
- Relevant tertiary qualification in business, marketing or similar.

Desirable

- Experience working in a football organisation.

Special Requirements

- Willingness to undertake work outside standard office hours for meetings, events and conferences.
- Working with Children Number.
- Current driver's license.

Job Complexity, Skills, Knowledge

Supervision & Independence

The CEO reports to the FNSW Board Chair, who will both provide overall supervision, direction, and guidance. The CEO is expected to take a continuous organisational improvement approach and to propose, develop and implement on-going improvements for FNSW.

Problem Solving & Judgment

The CEO is expected to prioritise and schedule their workload, sometimes with competing deadlines, to achieve the best individual and team outcomes. The incumbent will also be expected to exercise judgment and respond appropriately to situations arising through interactions with Members and Stakeholders.

Professionalism

The CEO will be expected to work with a level of independence and self-direction and must establish effective working relationships with all staff members of FNSW, as well as with the FNSW Board.

Behaviours / Attributes

- Ability to handle sensitive and confidential information
- Demonstrates accountability for work outcomes and exercising sound judgement
- Adaptable and able to make things happen in fast-paced dynamic team environment
- Ability to receive instruction positively and execute successfully
- High level of attention to detail and accuracy with a proactive approach to minimise errors and increase efficiencies
- Undertakes work in a safe and compliant manner by adhering to company policies, including workplace health and safety procedures
- Personal motivation and affinity with the FNSW mission
- Self-confidence, enthusiasm and a "can do" attitude
- Demonstrated commitment to teamwork, learning, skills development, knowledge, and information sharing
- Understand and promote FNSW Values –
INTEGRITY | TENACIOUS | INCLUSIVITY | RESILIENCE