

## POSITION DESCRIPTION

OVERVIEW	
<b>Title</b>	Chief Executive Officer (CEO)
<b>Department</b>	Governance
<b>Location</b>	Canberra
<b>Reports to</b>	President
<b>Work Type</b>	Full Time
<b>Hours/Days per week</b>	40 Hours, 5 days per week
<b>Last revised</b>	November 2023

ACCOUNTABILITY	
<b>Number of direct reports</b>	6
<b>Number of indirect reports</b>	NA
<b>Budget responsibility in \$</b> (State whether prime, shared, or contributory responsibility)	Governance

ABOUT US
Capital Football is the governing body of Football and Futsal in the ACT and surrounding regions. It governs all clubs competing in National Premier League, Capital League, State, Community, Masters and Junior League competitions. Management of Kanga Cup (Largest international youth football tournament) and Canberra United (compete in the Liberty A League Women.)

OUR CULTURE & VALUES
<p><b>Our Purpose</b> To provide high quality experience for everyone involved in football in all its forms.</p> <p><b>Our Vision</b> To be the most inclusive and respected sport in Canberra and the surrounding regions.</p> <p>We are all committed through our everyday actions, to ensure we are:</p> <ul style="list-style-type: none"> <li>• <b>Accountable</b> – being transparent and taking ownership for behaviour, decisions, and actions.</li> <li>• <b>Ethical</b> – Doing what's right, acting in the best interest of football, and displaying good sportsmanship.</li> <li>• <b>Inclusive</b> – Providing the environment and opportunity across all forms of football for everybody of any ability.</li> <li>• <b>Respectful</b> – Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.</li> <li>• <b>Responsive</b> – Acknowledging, acting, and responding in a timely and respectful manner.</li> <li>• <b>Unified</b> – Alignment of purpose, philosophy, and pathways.</li> </ul> <p><b>Our Pillars</b> To reach our goals we will:</p> <p><b>Govern &amp; Guide</b></p> <ul style="list-style-type: none"> <li>• <b>Leading</b> – Employ good governance practices at all levels in football and build the capability of clubs through the sharing of best practice.</li> </ul>

**Connect & Engage**

- **Connecting** – Build and maintain relationships between Capital Football, its members, committees, clubs, administrators, players, coaches, referees, volunteers, supporters, and the broader community.

**Play & Perform**

- **Experiencing** – Provide the facilities and competitions to enable anyone who wants to be a part of football to participate, play or watch football to elite levels.

**Educate & Enhance**

- **Developing** – Provide development opportunities and pathways for players, referees, coaches, and administrators.

**Thrive & Prosper**

- **Commercial** – Grow our corporate partners to ensure economic sustainability and affordability.

**BACKGROUND & PURPOSE OF ROLE**

The CEO of Capital Football is responsible for advancing the interests of football in the ACT and region. The CEO is responsible for financial, governance and compliance activities, managing the overall operations and setting the company's strategic direction. The key objective of the CEO is to build the financial strength of the organisation and foster critical stakeholder relations.

**ROLE RESPONSIBILITIES**

**Strategy**

- Lead and drive the strategic direction for the organisation,
- Work with the Board on the review / development / implementation of Capital Football's Strategic plan and priorities,
- Engage with key stakeholders and staff to effectively execute the strategic outcomes for the sport.
- Implement transformational gender equity outcomes.

**Organisational**

- Provide strong leadership to Capital Football staff and football community. Manage the organisational performance of Capital Football against its KPIs,
- Ensure all organisational and workplace structure, policies, procedures, and arrangements promote an efficient, effective, and harmonious culture, and
- Provide an environment that encourages innovation and creativity and ensure the pursuit of service excellence and continuous improvement.

**Stakeholder Relationships**

- Build and maintain effective relationships with key football stakeholders, including clubs, members, committees, sponsors, volunteers, Football Australia and other State/Territory Member Federations.
- Support the prosperity and growth of Capital Football affiliated football clubs and key stakeholders,
- Maintain strong relationships across Federal, Territory, State and Local Government
- Manage and negotiate conflicts which may arise from time to time,
- Improve relationships with other relevant stakeholders, including media, corporates, and alliances, and
- Oversee implementation of dynamic strategic public relations program.

### **Business Development**

- Manage Capital Football's responsibilities in the Home of Football project at Throsby.
- Develop and deliver a program of football facilities and infrastructure for football in the ACT and region,
- Unlock additional resources, opportunities, and expertise to support Capital Football priorities and stakeholders,
- Maintain awareness of all material undertakings and activities of Capital Football, and
- Establish credibility throughout the organisation, the football community, and the Board of Directors as an effective developer of solutions to business challenges.

### **Financial**

- Align the organisational resources to meet the strategic plan and priorities,
- Show leadership on decision making issues affecting the organisation,
- Ensure that Capital Football expenditure is within the authorised annual budget,
- Oversee preparation of annual budget and regular financial reports, and
- Monitor actual performance against budget.

### **Governance**

- Provide timely and accurate information and support for Board to discharge its governance responsibilities,
- Maintain and regularly review appropriate organisational governance policies, and
- Ensure Capital Football's activities comply with its constitution, by-laws, board charter, all relevant Acts, taxation regulations and ethical standards.

### **Risk Management**

- Implement a robust risk management framework,
- Ensure effective internal controls and management information systems are in place Ensure Capital Football has appropriate systems to enable it to conduct its activities both lawfully and ethically,
- Ensure the integrity of all public disclosure by Capital Football, and
- Ensure that Capital Football maintains high standards of corporate citizenship and social responsibility.

### **ROLE OUTCOMES / DELIVERABLES**

- A performance and development agreement will outline your expected performance standards and business goals as well as skills improvement, and
- The agreement will ensure that the objectives for this role are regularly set, and their achievement measured to assist you to effectively manage your activities, determine how successful you have been in delivering the particular benefits sought and gauge any further development or training you need to do to develop your career.

### **MAJOR INTERACTIONS**

- The Board of Directors,
- ACT Government and associated entities,
- Capital Football staff,
- Capital Football club officials, administrators, volunteers, and sponsors,
- Stakeholders,
- Service providers, and

- Football Australia and other State / Territory Member Federations.

#### **KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE**

- Ability to lead and provide leadership to multiple stakeholders, to plan and implement strategic priorities.
- Experience in managing staff to work as a team and create a high-performance organisational culture.
- Proven track record in executive management, including the effective management of resources and financial management skills, including knowledge of profit and loss, balance sheet and cash flow management, and general finance and budgeting.
- Ability to develop, grow and maintain key relationships.
- Outstanding communication and interpersonal skills.
- Ability to become the media face of the sport.
- Demonstrated experience in management of governance and compliance requirements.
- Understanding or experience in facility infrastructure project
- Demonstrated experience with corporate governance.
- Experience in a senior management position.
- Appropriate tertiary qualification in business, finance or related field.

#### **UNIQUE CRITERIA**

This position may require working outside standard working hours (evenings and weekends) and interstate travel and engagements.