



Position Description: Head of Referees


Instructions for Managers
<ol style="list-style-type: none"> 1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file.

Instructions for Employees
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

WORK LOCATION	POSITION DETAILS	UPDATED
Football House, Deakin	Permanent Full Time (38 hours/week)	October 2024
POSITION OBJECTIVE		
The Head of Referees is the principal leader of referees with Capital Football and is responsible for overseeing the services and performance of all referees in the region. This role is responsible for referee recruitment, retention and development at both local competition and representative levels.		
PRIME RESPONSIBILITIES		
<ul style="list-style-type: none"> • Responsible for the development, implementation and delivery of the Capital Football refereeing operational plan, as it relates to refereeing in local competitions, and achievement of the key measures of success. • Create systems for effective coaching communication and feedback which helps individuals understand their performance, identify areas for improvement, and set goals for professional development. • Building a strong alignment with the Football Australia to ensure a successful refereeing pathway. 		
REPORTS TO	DIRECT REPORTS	
General Manager	Referee Development Coordinator Referee Appointments Officer	
<pre> graph LR GM[General Manager] --- HR[Head of Referees] HR --- RDC[Referee Development Coordinator] HR --- RAO[Referee Appointments Officer] </pre>		
ABOUT US		
Capital Football is the governing body for Football, including futsal, in the ACT and surrounding regions and is a member of Football Australia. Capital Football operates within a flexible team-based environment. There is an emphasis on multi-skilling and mutual support to allow staff to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes. Managers are expected to work together to achieve common goals and deliver on Capital Football's Strategic Plan.		

ORGANISATIONAL VALUES	
<p>Accountable Being transparent and taking ownership for behaviour, decisions, and actions.</p> <p>Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.</p> <p>Responsive Acknowledging, acting, and responding in a timely and respectful manner.</p>	<p>Ethical Doing what's right, acting in the best interest of football, and displaying good sportsmanship.</p> <p>Respectful Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.</p> <p>Unified Alignment of purpose, philosophy, and pathways.</p>
SKILLS AND PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Well developed oral and written communication skills. • Good interpersonal skills and ability to work within a team environment. • Self-motivated with an ability to manage priorities within acceptable time frames and at times with limited guidance. • Organisational skills, time management skills and ability to work positively under pressure and with changing work priorities. • Show initiative in developing practical new ideas and approaches. 	
SELECTION CRITERIA	
Essential	
<ul style="list-style-type: none"> • Have the right to work in Australia. (<i>Evidence required</i>). • Hold, or have the ability to gain, an ACT Working with Vulnerable People Card. • Proven experience in: <ul style="list-style-type: none"> ○ Conducting referee education and development programs. ○ Managing and working with volunteers. ○ Developing and maintaining relationships with a diverse range of stakeholders. ○ Managing budgets and working within financial protocols. • Demonstrated knowledge of Canberra's refereeing landscape and understanding of refereeing at a local, state, and national level. • Thorough and contemporary understanding of the laws of football. • Well-developed negotiation skills and demonstrated conflict resolution experience. • Ability to work well under pressure and a strong attention to detail. • Good written and verbal communication skills. • Demonstrated computer skills in Microsoft products and use of databases and spreadsheets. • Ability to work flexible hours, including after hours and weekends. 	
Desirable	
<ul style="list-style-type: none"> • Tertiary qualifications in Sports Administration or similar. • Football Australia Level 1 Referee or equivalent • Football Australia Level 1 Referee Assessor or equivalent • Football Australia Level 2 Referee Instructor or equivalent 	
INDICATIVE DUTIES	
<p>Manage the performance and development of the Capital Football refereeing pathway:</p> <ul style="list-style-type: none"> • Responsible for the development, implementation and delivery of the Capital Football refereeing operational plan, as it relates to refereeing in local competitions, and achievement of the key measures of success. • Develop a high-performance culture with a focus on wellbeing and psychological safety. • Nurture and empower referees and coaches to perform at their best. • Build a strong alignment with the Football Australia to ensure a successful refereeing pathway. • Utilise technology to enhance coaching and feedback mechanisms. • Align with the Football Australia coaching modules and platforms to develop our referee team. 	

- Assist with the development of coaching resources for Capital Football referees.
- Create systems for effective coaching communication and feedback which helps individuals understand their performance, identify areas for improvement, and set goals for professional development.
- Conduct individual pre-season performance focused discussions, regular follow ups, review progress of referees throughout the season.
- Utilise the diverse background, experiences and skills of umpires and coaches to enhance decision making and problem solving.
- Develop and implement effective policies, procedures, and systems.
- Provide leadership and relevant information on all matters pertaining to refereeing to referee committees and referees.
- Management of online learning and referee management systems including appointments to all Capital Football events and competitions.
- Assist with the evaluation processes of the Capital Football refereeing panels and provide appropriate controls.
- Conduct evaluations of match official performances and post-match coaching for Capital Football competitions.
- Develop and manage training and fitness testing regimes for Capital Football referees, including the maintenance of attendance and other records.
- Develop a team culture that embraces diverse backgrounds and provides for an inclusive environment that is welcoming for all team members within the ACT.
- As outlined in Principle VI of the XI Principles for the Future of Football, support the development of strategies to increase the number of female referees, establishing a clear pathway for progression.
- Lead the implementation of the national recruitment and retention strategy which enhances the engagement and experience for referees within the ACT
- Design and implement solutions that can be implemented within Capital Football to enhance the experience of the referees.
- Management of the match official payment records and reconciliation for Finance department.
- Other duties as requested by the General Manager or CEO.

APPROVAL	
<p>This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football.</p>	
<p>Chief Executive Officer</p>	 <p>_____ Date <u>10 October 2024</u></p>
<p>I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football.</p>	
<p>Employee Name</p>	<p>_____</p>
<p>Employee Signature</p>	<p>_____ Date _____</p>