

# POSITION DESCRIPTION



OVERVIEW	
<b>Title</b>	Integrity & Discipline Manager
<b>Department</b>	NA
<b>Location</b>	Canberra
<b>Reports to</b>	Chief Executive Officer (CEO)
<b>Work Type</b>	Full Time
<b>Hours/Days per week</b>	40 Hours, 5 days per week
<b>Last revised</b>	December 2023

ACCOUNTABILITY	
<b>Number of direct reports</b>	0
<b>Number of indirect reports</b>	NA
<b>Budget responsibility in \$</b> (State whether prime, shared, or contributory responsibility)	

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, Masters and Junior League competitions.

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> <p><b>Connect &amp; Engage</b></p> <ul style="list-style-type: none"><li>• <b>Connecting</b> – Build and maintain relationships between Capital Football, its members, committees, clubs, administrators, players, coaches, referees, volunteers, supporters, and the broader community.</li></ul>

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## **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 Capital Football Integrity and Discipline Manager will be responsible for embedding the Football Australia (FA) Integrity Framework and other policies into all levels of the sport to ensure participants have confidence that they are participating in a safe, clean, inclusive, and fair sport.

The Integrity & Discipline Manager will also be responsible for conducting high quality and timely evaluations and will be the CF point of contact for integrity and complaint related matters.

They will also manage the administration of the Capital Football Disputes and Disciplinary process for all Capital Football competitions, provide specialist advice to internal and external stakeholders regarding the disciplinary process, manage the scheduling of Capital Football Disciplinary and Appeals Committees and lead the annual disciplinary review.

Critical to the role is impartiality, punctuality, and procedural fairness, to gain and maintain trust in the disciplinary process from the football community.

## **ROLE RESPONSIBILITIES**

The duties of the Integrity and Discipline Manager include, but are not limited to the following:

- Implement the FA Integrity Framework across all levels of the sport.
- Be the point of contact for integrity and complaints related matters for Capital Football.
- Develop and manage other Capital Football policies, guidelines and processes that inter-relate with FA's Integrity Framework.
- Implement Capital Football's complaint handling process in accordance with relevant policies and in partnership with other stakeholders, including FA.
- Provide leadership and advice to assist Capital Football clubs with integrity issues, including in relation to any alleged breaches of FA's rules, regulations, codes and policies.
- Operate in a timely and efficient manner, seeking advice, escalating complex matters and influencing accordingly
- Develop/maintain Capital Football's complaint management system ensuring all current and historical matters are recorded as well as the progress of cases through accurate and timely data entry.
- Developing and maintaining sustainable and effective operational relationships with a range of internal and external stakeholders.
- Develop and deliver integrity education program to staff, athletes, volunteers and other stakeholders.

Disciplinary Process and Notices:

- Review all send-off reports and incident reports received by Capital Football and apply the relevant disciplinary process.

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- Draft and issue all notices related to the disciplinary process.
- Be the point of contact for stakeholder enquiries regarding the Capital Football disciplinary regulations and process.
- Support Capital Football staff in understanding and interpreting the Capital Football Disciplinary Regulations
- Liaise with a range of internal and external stakeholders including club representatives, committee members and legal representatives to ensure the delivery of best practice disciplinary processes and that due process is followed.
- Manage and administer the Disciplinary Committee which deals with all on-field misconduct, including the issuing of warning letters, suspensions and other penalties in accordance with Capital Football's Disciplinary Regulations.
- Manage and administer the Appeals Committee which deals with all matters referred to it, including the issuing of letters, suspensions, and other penalties in accordance with Capital Football's Disciplinary Regulations
- Contribute to budget development for actions relating to the disciplinary process.
- Review and update handbooks, forms, and reports.
  
- Performs all duties as directed by the Capital Football CEO.

## ROLE OUTCOMES / DELIVERABLES

- Ensure all aspects of the FA Integrity Framework and complaints process are executed within expected timeframes.
- Develop and implement Capital Football's Integrity Education Plan.
- Ensure all aspects of the disciplinary process are executed in line with the Capital Football Disciplinary Regulations and within expected timeframes.
- Manage and administer the Disciplinary and Appeals committees, both logistically and operationally.
- Lead the annual review of the Capital Football Disciplinary Regulations and process.
- Update and maintain the Capital Football database and website to reflect determinations.
- Provide an outstanding level of service to internal and external stakeholders in relation to the disciplinary process.
- 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

- Capital Football staff,
- Capital Football club officials, administrators
- Stakeholders,
- Capital Football Disciplinary Tribunal
- Football Australia Legal Department.

## KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE

The selection criteria for the Integrity Manager include:

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- Demonstrated strong record-keeping and problem-solving skills. Experience in analysing complex information and developing plans to achieve desired and timely outcomes.
- Ability to evaluate and manage complaint/misconduct assessments in a fair and impartial manner.
- Organisation and time management - ability to manage a caseload or manage competing priorities and adhere to strict deadlines to achieve results in a high-pressure environment.
- Well-developed oral and written communication skills, with an approachable manner
- Strong liaison, interpersonal and negotiation skills, including the ability to develop and maintain productive working relationships and influence change.
- Demonstrated personal qualities of integrity, initiative, drive and adaptability. Experience in managing discreet, sensitive and confidential information.
- Experience developing, evaluating or implementing key organisation policy.
- Understanding of strategic thinking to align operational activities with corporate goals.
- Relevant tertiary qualifications or demonstrated experience in sport management, law, governance or related field.
- Demonstrated experience in the Australian sport sector, particularly in the provision of advice in areas including member protection, child safeguarding, Anti-Doping and corruption in sport. (Desirable)

## UNIQUE CRITERIA

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