



## Cricket Tasmania Position Description

<b>Position:</b>	General Manager Corporate Services
<b>Department:</b>	Corporate Services
<b>Manager:</b>	CEO Cricket Tasmania
<b>Direct Reports:</b>	4 (+ IT relationship management)
<b>Role Purpose:</b>	To effectively lead and manage the Corporate Services department to provide effective governance processes and procedures for Cricket Tasmania. The General Manager Corporate Services leads a diverse team including People and Culture, Finance, IT, Risk and Public relations.
<b>Document Date:</b>	February 2019

### Key Responsibilities

#### Leadership, Culture and Governance

- Contribute to the Cricket Tasmania Executive team and overall management of Cricket Tasmania and its strategic objectives.
- Develop the Corporate Services Strategy and lead the Corporate Services team in line with this
- Develop and direct the appropriate Board sub-committees and working groups to assist in the achievement of the result areas.
- Report to Cricket Tasmania Board of Directors at monthly meetings and develop departmental Board reports as required
- Lead, manage and develop the Corporate Services team to improve their output, efficiency and partnership with the business to deliver strategic outcomes
- Develop and manage the Corporate Services budget in consultation with the Head of Finance
- Partner with the CT Executive team and external advisors where required to ensure the ongoing development and implementation of a positive and high performance culture
- Integrate and embed the Australian Cricket behaviours (How We Play) into all aspects of recruitment, training, policies and performance feedback

#### Human Resources (People and Culture)

- Oversee the facilitation of the full employee lifecycle at Cricket Tasmania including payroll, performance, recruitment, staff engagement etc. in line with the Corporate Services and CT strategy
- Provide general advice on Employee Relations Matters and lead the business through people processes, ensuring compliance with legislation and award requirements
- Oversee the communication of policy and process changes and updates to all employees on a regular basis
- Work with the Executive team to ensure all performance management issues are managed in a timely and constructive manner.
- Oversee the annual performance management and remuneration review process for all CT employees and support managers on the effective use and implementation of the process.

**Finance**

- Provide leadership to the Finance team to drive improved financial management and compliance at Cricket Tasmania in line with CT strategic needs
- Oversee organisational insurance requirements through the Head of Finance

**IT**

- Manage the relationship with Cricket Australia's IT team to ensure CT's IT needs are kept front of mind
- Participate on the national IT Steering Committee to represent CT's position for national IT decisions

**WHS, Risk and Compliance**

- Oversee WHS processes for CT to ensure fit for purpose policies and processes are in place
- Facilitate the annual strategic risk assessment process and regular follow up with risk owners
- Participate on the Risk and Compliance board sub-committee as required
- Manage the Management Liability Insurance processes for Cricket Tasmania

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**Key Stakeholders**

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- CT Executive Team
- Cricket Tasmania Board
- National PAC team/Cricket Australia
- Permanent employees, casual employees, volunteers, playing groups

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**Child Protection**

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It is your duty to comply with Cricket Tasmania Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

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**Governance**

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Cricket Tasmania is committed to managing risk in accordance with the processes established under its Risk Management Framework. To deliver on this commitment, you are required to be responsible and accountable for managing risk in so far as is reasonably practicable within your area of responsibility. You must at all times support the development, implementation and review of risk control and mitigation strategies and otherwise act in accordance with Cricket Tasmania's Risk Appetite level, as determined by the Board.

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**Duties under Workplace Health and Safety Requirements**

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It's your duty to comply with the Cricket Tasmania policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers in relation to health and safety issues at work. This means participating in workplace health and safety training and consultation, cooperating with Cricket Tasmania as required ensuring compliance with the law and reporting any incidents, hazards and near misses.

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**People & Culture**

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- Adopt a holistic view to the on-going success of Cricket Tasmania and achievement of strategic objectives

- Promote and strive for the desired culture, values and behaviours amongst Cricket Tasmania employees and related groups
- Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs
- Ensure adherence to the policies and procedures put in place by Cricket Tasmania, including but not limited to Workplace Health and Safety, Human Resources and Finance
- Ensure all relevant safety standards are maintained

### How We Play – Key Behaviour Indicators



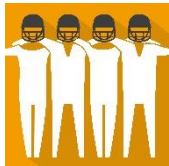
**BE REAL**  
 WE'RE REAL ABOUT CRICKET'S FUTURE  
 Show respect, talk straight.  
 Never be afraid to challenge or be challenged.



**SMASH THE BOUNDARIES**  
 GO FOR IT...CHANGE THE WORLD  
 Innovate. Be comfortable being uncomfortable.  
 Challenge the status quo without fear of failure.



**MAKE EVERY BALL COUNT**  
 BE RELENTLESS... PLAY TO WIN  
 Do what you say. Deliver.  
 Make Decisions.



**STRONGER TOGETHER**  
 GO FURTHER... COLLABORATE.  
 Embrace diversity. Listen. Customer's voice 1st.  
 Do what's best for cricket.

### Key Position Requirements

- 5-10 years in a HR Generalist/Business Partner role with a proven ability to implement contemporary HR practices
- Demonstrated leadership experience (preferably across a broad range of disciplines)
- Demonstrated interpersonal skills in building and sustaining relationships
- Effective business and commercial awareness
- Exceptional communication skills
- Sound understanding of relevant legislation
- Previous experience in managing the planning, development and delivery of change and communication activities
- Excellent team player
- Demonstrated strong focus on governance, policy and process
- Ability to effectively manage conflicting priorities and stakeholders

### Qualifications (if required)

- Tertiary qualification in relevant field

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**Acknowledgement**

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The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.