



Role Profile: Club Development Officer

Reports To:	Club Development Officer	Director Reports:	▪ Nil
WWC Card:	Yes		
Financial Delegation:	Nil		
Club Email Account:	No		
Purpose:			
<ul style="list-style-type: none"> ▪ Support the Club Development Coordinator and Director of Club Development in managing the delivery of projects and processes related to the ongoing evolution of CBSLSC and its associated services. 			
Responsibilities:			
<ul style="list-style-type: none"> ▪ Effective implementation of projects in accordance with the prioritised facility development plan. ▪ Assessment and management of identified facility development projects and acquittal of appropriate funding. 			
Tasks and Objectives:			
<ul style="list-style-type: none"> ▪ Under the guidance of the Club Development Coordinator identify the scope of all planned projects including an understanding of the cost implications for ongoing management and maintenance. ▪ Contribute to the due diligence process on all potential facility development projects and prioritise within one coordinated facility development plan. ▪ Contribute too and inform the asset management plan and its implementation. ▪ Overseeing new construction and capital improvement projects according to budget, scope and timeline ▪ Under the guidance of the Club Development Coordinator, managing contracts, code certificates and compliance for construction projects. ▪ To reduce wherever possible aspects of the Club development which may compromise safety of families and individuals. ▪ To reduce, wherever possible the clubs impact on the adjacent land and environment generally (through sustainable design initiatives). 			
Code of Conduct:			
<ul style="list-style-type: none"> ▪ Operate within the rules of SLSA; ▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards; ▪ Resolve conflicts fairly and promptly through established procedures; ▪ Maintain strict impartiality; ▪ Maintain a safe environment for others; ▪ Show concern and caution towards others; ▪ Be a positive role model. ▪ Be responsible for the overall welfare and well-being of team members and officials when travelling with a team; ▪ Maintain a 'duty of care' towards team members and accountability for the management of the team; ▪ Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines; ▪ Foster a collaborative approach to the management of the team. 			
Skills and Knowledge:			
<ul style="list-style-type: none"> ▪ Relevant experience and skills in construction project management and/or facilities management, including knowledge of applicable codes, laws, and consent processes ▪ Ability to take initiative, work individually, and establish and maintain effective working relationships ▪ Good communication skills. ▪ Contract management and tendering processes. ▪ Facility planning and development. ▪ Strong personal awareness of health and safety obligations and those required to be adhered to under legislation, to facilitate effective club activities. ▪ Ability to understand, interpret and implement effective controls, policies and procedures. 			