



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket Australia, is advertising a ten-week internship position for ACA members looking to develop their career.

The internship is a paid sport administration internship available to ACA members strictly. This program has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally.

A full position description for this year's potential opportunity is listed below.

For more information, you can call Ryan Higgins or Erin Devlin at Infront Sports Consulting on 1300 338 546, or to apply, please go to:  
<http://www.auscricket.com.au/aca-internship-program>

Applications close at 11:59pm on Friday 7<sup>th</sup> May 2021.



# Cricket Australia Job Description

<b>Your job title:</b>	<b>Team Operations Officer</b>
<b>Your team:</b>	Team Operations – National Teams
<b>Your manager:</b>	Team Operations Manager
<b>Who you'll manage:</b>	N/A
<b>Elevator pitch:</b>	Make a difference to our Australian Teams' apparel, equipment and travel logistics programs.
<b>Date this JD was updated :</b>	19 March 2021

## Here's how your role fits with our strategic goals

- Deliver the best High Performance system for players;
- Promote cricket to inspire love for the game;
- Transforming how we lead, serve and unite the cricket community.

## Your key responsibilities

### Team Apparel and Equipment

- In conjunction with CA's apparel warehouse provider, assist in coordinating the ordering, receiving and distribution of all apparel and equipment supplied to the Men's and Women's Australian, Australia A and youth representative cricket teams;
- Assist in coordinating the ordering, receiving and distribution of Cricket Australia team product & equipment.

### Travel Logistics

- Assist with our National Teams logistical operations (flights/accommodation/ground transport);
- Assist with the logistics to set up and service hub environments;
- Assist with tour logistics for visiting teams as required;
- Assist with logistics for pathway teams as required.

### Finance and administration

- Assist with general administrative tasks, including:-
  - Data entry;
  - Apparel and equipment stock takes;
  - Assist with other projects for the Australian Team from time to time, including player camps.

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## Your key stakeholders

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- Australian National teams and support staff;
- National Teams & High Performance, including National Cricket Centre;
- CA's apparel and equipment suppliers;
- CA's Apparel Warehouse Provider;
- All CA Departments;
- State & Territory Associations;
- CA's Travel Management Company;
- CA's Freight Provider;
- International Cricket Council.

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## Your important role in managing risks and protecting and others

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We are committed to protecting the health, safety and wellbeing of all of those who come into contact with Cricket Australia.

This means you are expected in your role to:

- Comply with all Cricket Australia policies, procedures and relevant legislation;
- Comply with all reasonable instructions from managers in relation to health and safety;
- Take reasonable care of your own health and safety;
- Ensure your actions or omissions do not adversely affect the health and safety of other persons;
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism;
- Complete relevant health and safety training;
- Comply with our policies to Safeguard Children and Young People who come into contact with Australian Cricket.

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## How We Play: bring our values to life every day

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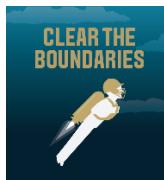


### **BE REAL**

**WE'RE REAL ABOUT CRICKET'S FUTURE**

Show respect, talk straight.

Never be afraid to challenge or be challenged.



### **CLEAR THE BOUNDARIES**

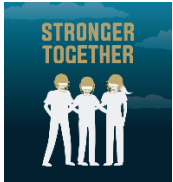
**GO FOR IT...CHANGE THE WORLD**

Innovate. Be comfortable being uncomfortable.

Challenge the status quo without fear of failure.



**MAKE EVERY BALL COUNT**  
BE RESOURCEFUL... CREATE IMPACT  
Do what you say. Deliver.  
Make Decisions.



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

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### What we're looking for you to bring to the role:

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#### Essential Skills and Experience

- Resilience, Agility, Adaptability;
- Superior attention to detail;
- Excellent time management skills with the ability to prioritise and execute multiple tasks;
- IT Proficiency in Microsoft Word and Excel;
- Problem solving skills;
- Strong written and verbal communication skills;
- A passion for cricket;
- Team-first ethos;
- A committed and positive attitude towards customer service;
- Thrive in a fast-paced, ever-changing environment;
- Ability to work autonomously and remotely.

#### Desirable

- Experience in a High Performance sporting environment.

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### Acknowledgement

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This list of key responsibilities and key results is intended to be all inclusive and you may be asked to take on additional responsibilities as required.