



ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket Australia and state organisations nationally, is offering five paid sport administration internships for ACA members looking to develop their careers. There are eight advertised positions with five to be chosen and progressed based on the quality of the position and applications. This means that not all advertised opportunities will be selected. Maximum one opportunity per state will be successful.

The internships are paid sport administration internships available to ACA members. This program has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally. The Program is a terrific example of how current players are funding initiatives to benefit fellow members and strengthen the game.

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

For more information, you can call Denita Preston at Infront Sports Consulting on 1300 338 546, or to apply, please go to:

<https://auscricket.com.au/2023-internship-opportunities/>

Applications close at 11:59pm on Friday 31st March 2023.



Cricket Australia Job Description

Position	Team Operations Assistant
Department:	Team Performance
Manager:	Head of Team Operations
Direct Reports	N/A
Role Purpose	Provide administrative support to the Team Operations team to help meet key deliverables for the Australian Cricket teams. Ensure that deliverables meet agreed quality standard, and in agreed timeframes and budget
Document Date:	31 August, 2021

Strategic Plan Links to this position

Australian Cricket strategic link to this position:

- Promote cricket to inspire love for the game
- Use technology to deliver great experiences for fans, participants and volunteers
- Maximise long-term sustainable revenue to drive investment in the game

Key Responsibilities

Team Operations

- Assist with operational and logistical requirements that the Team Operations need to deliver the season
- Assist with project management of Team Operations IT projects, ensuring timelines are met and key deliverables of each system are realised within budget
- Assist with the management of CA's apparel database to forecast usage and reduce overall apparel spend
- Observe financial and cost controls and stay within budget on all Team Performance initiatives, reinvesting capital wherever possible
- Develop and maintain a network of internal/external relationships to assist with delivery of Team Operations requirements
- Assist with other Team Operations administration tasks from time to time

Key Stakeholders

- Team Performance, including National Cricket Centre, High Performance and Event Experience and Operations Groups
- Other CA Departments, including Finance, IT, Community Cricket and Commercial Operations
- State & Territory Associations
- Australian team players, coaches and support staff
- Team Operations Suppliers

Child Protection

It is your duty to comply with Cricket Australia's 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.

Governance

It is your duty to comply with the Cricket Australia policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Duties under Workplace Health and Safety Requirements

We are committed to protecting the health, safety and wellbeing of all of those that work with us. Your duties are 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.

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.

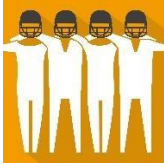


MAKE EVERY BALL COUNT

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

Qualifications

- Relevant Sports Management or Business Management qualification highly valued

Essential

- Resilience, Agility, Adaptability, and a 'no excuses' approach to work
- Superior attention to detail
- Strong capabilities in all Microsoft Office applications
- Excellent time management skills with the ability to prioritise and execute multiple tasks
- Excellent problem solving capabilities, with proven ability to define, investigate and deliver robust solutions
- Strong written and verbal communication skills

Desirable

- Experience delivering team operations in a High Performance sporting environment
- Experience delivering team operations for cricket teams and a variety of other sports
- Project Management capabilities

Acknowledgement

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.