



## HA MASTERS COMMITTEE ADMINISTRATION & COMMUNICATIONS OFFICER

### POSITION DESCRIPTION

*Hockey Australia is the governing body responsible for providing Australians with the opportunity to play hockey from junior levels through to elite competition, including the Olympic Games. Hockey Australia's 2019-2022 Strategic Plan is the key instrument driving the direction for hockey in this country.*

Our values are central to our way of working. They describe the way in which directors, staff and athletes behave, interact and work together. At Hockey Australia we will:

- continue to **LEAD** by working collaboratively with our stakeholders.
- operate with **INTEGRITY** in all areas of our work by placing the best interests of hockey in Australia at the centre of any decision.
- pursue **EXCELLENCE** both on and off the field of play.
- **INCLUDE** and welcome any person who wants to engage in, and enjoy, our wonderful sport.

We're passionate about helping people lead happy, healthy, and active lives. Hockey Australia celebrates diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, and life stage. There is a place in our sport for everyone, exactly as you are.

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<b>Position reports to</b>	HA Masters Committee Chairperson
<b>Core Purpose</b>	The Administration & Communications Officer is responsible for contributing to operations of the HA Masters Committee to achieve positive outcomes for Masters Hockey.
<b>Remuneration</b>	The role is voluntary and self-funded. Travel expenses to attend meetings may be reimbursed
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Working with HAMC towards achieving the HA vision and strategic objectives</li><li>• Working with HAMC to achieve the key imperatives for Masters Hockey</li><li>• Enhancing relationships to ensure a collaborative and consistent approach</li></ul>



	<p>to One Masters brand in Australia</p> <ul style="list-style-type: none"> <li>• Providing a high level of organisational support for HAMC members</li> <li>• Assisting in developing, updating and implementing policies, systems, procedures and guidelines</li> <li>• Developing effective corporate communication strategies</li> <li>• Managing communications with external stakeholders and partners</li> <li>• Acting as liaison with World Masters Hockey (WMH)</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Team player, uses collaborative skills</li> <li>• Strategic thinking and planning skills with meticulous attention to detail</li> <li>• Organisational and communication skills</li> <li>• Experience in policy development and implementation</li> <li>• Experience in using a range of applications, digital platforms and databases</li> <li>• Proven skills and experience in drafting a range of content from policy to communication with all stakeholders</li> <li>• Ethical Decision Making and Integrity</li> <li>• Ability to respect confidentiality</li> <li>• Understanding of the hierarchy of Masters Hockey and its relationship to HA.</li> </ul>
<b>Appraisals</b>	Annual performance reviews conducted by the HA Masters Committee Chairperson
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Hockey Australia is committed to protecting children and young people from harm. We require all employees and volunteers to undergo an extensive screening process prior to appointment.</li> <li>• Employees and volunteers must at all times comply with the HA Safe Hockey Framework, and with all relevant State/Territory child protection legislation and requirements, including obtaining and maintaining all required clearance certificates and declarations.</li> <li>• All employees and volunteers are required to obtain and provide evidence of a current Working with Children's Check with the appropriate employee or volunteer categorisation.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• All employees and volunteers are required to adhere to HA's National Integrity Framework including the HA Code of Conduct.</li> </ul>

