



Little Athletics Victoria

Business Assurance Director (Board of Management)

Job Description

The Business Assurance Director is responsible for ensuring that the operations of all stakeholders within the Little Athletics Victoria environment are in accordance with current operating procedures and guidelines to minimise risk and liability. An express knowledge of LAVic and government rules and regulations will ensure the professional conduct of the organisation. Integral to the operations of LAVic will be annual reviews on quality assurance and best practices including but not limited to governance, technology, software, policies, occupational health & safety and child protection issues.

Responsibilities:

- Managing the administration of LAVic is the first and foremost duty of the President and every Director.
- Working on different best practices programs and policies and executing implementation for the benefit of the Association, Regions, Centres, Clubs, Athletes and Volunteers alike.
- Planning and implementation of Association policies required for internal and external governance.
- The Business Assurance Committee will be responsible for the review, change, management and implementation of governance policy within LAVic including maintenance of the constitution and regulations.
- Handling and assessing new project information with integrity, ensuring due diligence is undergone prior to approval and circulation.
- Processing evaluation and assessment of new and existing project reports, defining progress and measuring problems and solutions whilst delivering change where necessary.
- Proper knowledge of State and Federal regulations to eliminate risk and liability and ensuring policies and procedures are in line with government guidelines.
- Assemble and coordinate project resource allocation in conjunction with the Finance Director and General Manager to facilitate the implementation of new projects as approved by the Board of Management.
- Develop appropriate quality assurance policies and guidelines for all operations within LAVic divisions. (e.g. Association/Region/Centre).

- Liaise with Directors and the General Manager in the development and implementation of strategic operational plans and activities both short and long term.
- Develop an understanding of the currently employed technologies and data models including application, functionality and development processes.
- Conduct software compatibility tests with LAVic programs and assess and advise best practices for enhancing operations within all levels of operation within LAVic.
- Formulating and developing a yearly business strategy for Centres to ensure attainment of administrative, safety and revenue goals whilst proactively communicating Association policies and procedures.
- Sourcing efficient business relationships with both new and existing partners to identify areas which will ultimately reduce volunteer numbers and workload.
- Establishing LAVic's technology vision and development which will play an integral role in the development of the Association's future.
- Building and developing a top-flite committee which will execute best practices throughout the organisation, execute technology platforms and partnerships and oversee research and development.
- The Business Assurance Committee will be responsible for the review, change and implementation of 'Ordinary Membership' registration and management in an electronic media in conjunction with the Clubsonline or equivalent system.
- The management, review and implementation throughout the Association of government legislation pertaining to 'Working with Children Checks' and the implications associated with this law.
- The annual review of the LAVic communications policy and its effectiveness in delivering information to all stakeholders within the Little Athletics community.

Skills:

Key Skills:

-

Term

2 years

Election

July 2012 (even years)