

JOB DESCRIPTION



JOB TITLE:	Operations Officer
EMPLOYER:	British Performance Basketball Ltd (Otherwise known as British Basketball)
RESPONSIBLE TO:	Performance Manager
RESPONSIBLE FOR:	no staff responsibilities
SALARY BAND:	c. £27,000
HOURS OF WORK:	Usual hours of work are 9am to 5.15pm Monday to Friday, although you will be expected to work extra hours including weekends and bank holidays when required to fulfil your duties
LOCATION:	Usual workplace is the UK Sport Office in London, but you will also work at a variety of locations across the UK as required to fulfil your duties
TENURE:	This job will be offered as a 16 month contract (June 2008 – October 2009)
PERIOD OF NOTICE:	30 days

Job Purpose

- Take responsibility for day-to-day operations of the British Basketball scheme
- Working closely with the Performance Manager, you will co-ordinate and support the work of the British teams to ensure that strategic directions are translated into operational activity and outcomes

Key Responsibilities / Accountabilities

General Management

- Maintain the close working relationships between internal teams (i.e. team staff, board members) and external partners/suppliers
- Ensure that staff / external agencies develop and implement British Basketball strategies and report back to relevant line management
- Work alongside the Performance Manager and Team Managers to build, monitor and report on operational office and team budgets
- Work alongside the Administration Officer to ensure smooth running of the BPB office alongside the performance programme

Professional Development and HR

- Ensure HR policies and practice is current and oversee implementation
- Ensure organisational best practice is maintained and integrated into policy, programmes and processes
- Work with the HR team on selection and recruitment processes including job descriptions, advertisements and contract drawing
- Maintain the BPB structure chart, ensuring work is reflective of this

Commercial and Events

- Work alongside the commercial agency to create successful events and relationships with external suppliers (i.e. sponsors / press contacts / host venues)
- Ensure that targets and goals are met by the contracted commercial agency
- Work alongside the Team Managers and the agency on site visits
- Lead on all organisation of British Basketball conferences and non-game events, including spring staff meeting and post-season debrief

Person Specification:

- Educated to degree level or equivalent
- Experience of professional development issues and solutions
- Ability to deal with concepts and practicalities of organisational effectiveness
- An understanding of the challenges facing key stakeholders in a high performance environment
- Exceptional people management skills, ability to work well leading and within a team
- Strong interpersonal, communication and presentation skills
- Confidence to operate effectively at the appropriate level
- Tenacity to see things through to implementation and completion
- Strong planning skills, ability to prioritise and meet timescales
- Creative problem solving and decision-making skills

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

How to Apply

Please send a CV and statement of interest outlining applicable skills and experiences to alicefrench@basketballgb.com; tel +44 (0) 20 7211 5280

Closing date: 30th April 2008, 5pm

Interview dates: Early May 2008