



Cricket Australia Position Description

Position:	State Accreditation Coordinator - WA
Department:	State Association Events Department
Manager:	Accreditation Group Manager and the CA Event Coordinator - Accreditation
Direct Reports:	Nil
Role Purpose:	<p>The Accreditation Coordinator is responsible for assisting the Cricket Australia accreditation program across International cricket, the Big Bash League and other Cricket Australia matches as required, including at-match coordination and servicing.</p> <p>Seasonal role: September 2019 to February 2020 Note: Must be available for a training day in Melbourne on Tuesday 24th September 2019.</p>

Australian Cricket Strategic Link

Australian Cricket strategic link to this position:

- Use technology to deliver great experiences for fans, participants and volunteers
- Transform how we lead, serve and unite the cricket community

Key Responsibilities

- Accreditation administration
 - Understanding of the CA accreditation software for all internal and external stakeholders including the online application process to a high degree of accuracy.
 - Manage stock levels of various supplies including accreditation passes, lanyards, signage and other disposable items.
 - Maintain strong relationships with all internal and external Accreditation Group Managers and system users.
 - Keep very accurate records for reporting and learning processes.
- Accreditation execution at match
 - Attend all Big Bash League and some International matches as required and manage accreditation applications, pass distribution and general enquiries at match.
 - Manage accreditation stock at venue as required.
 - Maintain strong relationships with key at match accreditation stakeholders including broadcast, media, commercial partners, contractors, venues and State Associations.
 - Maintain high levels of customer service.

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.

Key Stakeholders

- Cricket Australia functional areas
- Accreditation Group Managers
- State Accreditation functional areas
- Key event stakeholders and suppliers

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.

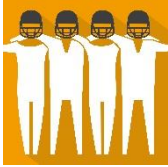


MAKE EVERY BALL COUNT

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

Essential

- Ability to handle high pressure situations
- Ability to work quickly and calmly under pressure
- Highly personable and customer service focussed at all times
- High level of organisation, time management and attention to detail
- Very strong computer skills including online software capabilities
- Ability to multi-task and handle a significant amount of customer data

Desirable

- Understanding of cricket and cricket's stakeholders
- Event experience with proven ability to sustain long and irregular hours as required

Qualifications (if required)

- Nil

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.

Document Creation Date - 1 July 2019
