



POSITION DESCRIPTION

Position Title:	OTF Projects Administration Officer		
Reports to:	OTF President	<i>(signature of position holder)</i>	<i>(date)</i>
Location:	Flexible		
Salary:	AUD\$13,200pa		

SECTION 1 – MAIN PURPOSE

Take overall accountability and responsibility for the management and financial oversight of the various Pacific Oceania projects as requested and delegated. The applicant will be required to provide effective leadership encouraging, assisting and supporting Nations to achieve the objectives, goals and behaviours necessary to ensure that the relevant projects are completed in a timely manner within budgeted guidelines. The position will be part time with the Projects Administration Officer appropriately completing the respective projects in the required timeframe

SECTION 2 – KEY TASKS & EXPECTED RESULTS

Key Tasks	Expected Results
Support Nations to ensure that deadlines are met for respective projects	<ul style="list-style-type: none"> • Maintain regular and consistent contact with Member Nations of the Oceania Tennis Federation • To administer and implement specific projects in Pacific Oceania delegated to the OTF by the ITF. These projects would include the Pacific Oceania Touring Programme, Pacific Oceania Regional Championships (East, West and North Pacific), Pacific Oceania Junior Championships and the Pacific Oceania U14 Circuit • Ensure that all entries into events are completed in a timely manner • Ensure that all deadlines for the confirmation of the touring programme players are complied with • Lead Nations to achieve financial targets as set in budgets
Develop Strong Relationships with Nations, the OTF Executive and Executive Officers, the ITF Development Officer and other Key Stakeholders	<ul style="list-style-type: none"> • Ensure an environment is created which promotes the principles of strong relationships in all interactions with all key stakeholders • Assist in creating ongoing appropriate communication strategies to ensure Nations are knowledgeable about what is happening within Pacific Oceania. This could include creating Facebook Posts on the Oceania Facebook Page as relevant to the designated projects • Assist with evaluating and reviewing criteria and guidelines for inclusion in each project by Nations • Assist with the selection of the coaches and players for the Pacific Oceania Touring Programme • Some travel may occasionally be required to assist with the management

	of events across Pacific Oceania
Reporting and Monitoring of Projects	<ul style="list-style-type: none"> Evaluating and reviewing criteria and guidelines for inclusion in each project Prepare and submit for approval annual budgets for respective projects as allocated to the OTF by the ITF Regularly financial reporting against each project to budget (at minimum quarterly) ensuring that financial project goals are set and auctioned as appropriate Ensure that an appropriate electronic processes to track and monitor expenditure for each designated project are in place that is easily auditable Where appropriate, to liaise with the ITF in London when a project requires a payment to be sent directly from London
Maintain high personal standards for yourself and as a representative of the OTF	<ul style="list-style-type: none"> Maintain pride in your appearance and the manner in which you perform your role, as well as modeling the standard for Nations Display enthusiasm, honesty and professionalism at all times

SECTION 3 – PERSON SPECIFICATION

Skills & Competencies	Experience & Knowledge
<ul style="list-style-type: none"> Have strong commercial, budgeting and financial acumen and be results focused Sound track record in building strong relationships with OTF Executive, Nations and other relevant stakeholders Strong interpersonal skills, confident communicator and good negotiation skills Proven organisational and time management skills. Fluency in French, whilst not essential, would be an advantage Experience in producing reports and interpreting financial information Sound computer skills with Microsoft Office and database programs Ability to work to deadlines and under pressure if required Self-motivated, innovative, reflective and prepared to think beyond the boundaries 	<ul style="list-style-type: none"> Must demonstrate proven experience in: <ul style="list-style-type: none"> Sound Knowledge of the Oceania Tennis Federation Operations Managing financial and operational performance, Experience in Project Administration including reporting processes as required Knowledge of the Key Projects as defined Managing with budget limits and the ability to meet deadlines as required Assisting Nations to achieve set outcomes To have had at least 3-years working in a management position and/or tennis environment, It would be a major advantage to have an intimate understanding of Pacific Oceania Tennis, its Nations' Key Stakeholders and the various Tennis Activities undertaken annually in the Federation

SECTION 4 – AUTHORITY

Expenditure limits:	<ul style="list-style-type: none"> Approval to spend within designated budgets for specific approved projects Approval to authorize expenditure on approved budgeted projects
Operating decisions expected:	<ul style="list-style-type: none"> Liaise with the OTF as appropriate to facilitate payment options for coaches and the on-going payments needed for the success of the projects