



# **SUBIACO FOOTBALL CLUB**

## **VACANCY: TALENT MANAGER Subiaco Football Club**

The Subiaco Football Club is now seeking applications for the role of TALENT MANAGER.

The key focus of the position is to co-ordinate the talent development and identification programs that provide a career pathway for young Subiaco footballers, coaches and support staff.

This is a full time position based at our Club office at Medibank Stadium. Attached is a copy of the full job description and selection criteria.

Applications addressing the selection criteria (including a full CV & referees) should be mailed to;

Subiaco Football Club  
PO Box 436  
Leederville WA 6903  
Attention CEO Peter Capes or FOM Daniel Vidovich

or emailed to: [p.capes@subiacofc.com.au](mailto:p.capes@subiacofc.com.au) or [d.vidovich@subiacofc.com.au](mailto:d.vidovich@subiacofc.com.au)

Applications close on 12<sup>th</sup> December 2016 5:00pm

If you require any further information on the role, please contact either Peter Capes 04010 418 325 or Daniel Vidovich 0402 376 240

# SUBIACO FOOTBALL CLUB

## JOB DESCRIPTION FORM

### SECTION 1 - OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT  
December 2016

DIVISION	ADMINISTRATION
SECTION	FOOTBALL OPERATIONS

TITLE	<b>Talent Manager (Talent &amp; Country Servicing)</b>
CONDITIONS OF EMPLOYMENT	Subiaco Football Club Staff Position/ Full Time

### SECTION 2 - REPORTING RELATIONSHIPS

Title	FOOTBALL OPERATIONS MANAGER
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Responsible to

THIS OFFICE
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#### Offices under direct responsibility

Title  
CAC – Clubs Academy Coach/Coach  
Coordinator  
Coaching & Support Staff  
(Development Squads & Colts)

Number of Persons Supervised and controlled:  
Approx 50

### SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime functions of the job.

To enhance and promote Australian football throughout the community, encouraging greater levels of participation, enjoyment and commitment by individuals, community groups, business and government.  
To co-ordinate the talent development and identification programs that provide a career pathway for young Subiaco footballers, coaches and support staff.

## SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF  
DOCUMENT  
December 2016

TITLE		EFFECTIVE DATE OF DOCUMENT December 2016	
<b>Talent Manager (Talent &amp; Country Servicing)</b>			
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
1.0	<b>FOOTBALL DEVELOPMENT</b>	D	85
1.1	Manage all aspects of the training and playing programs for the Y8 to 16's Development Squad Program and Colts programs in conjunction with the appointed Coaches and Support Staff.		
1.2	Work closely with the Club Academy Coach (CAC), implementing coach education sessions to development and district coaches.		
1.3	In conjunction with the CAC, co-ordinate the appointment of all talent development coaches and support staff and review and evaluate the performance assessment of the part-time and volunteer staff to ensure the retention and performance of all staff contribute positively to the club.		
1.4	Implement player education programs on all WAFL and Club policy matters with a strong focus on the welfare and wellbeing of the youth athletes.		
1.5	Identify all talented players and maintain a data base on all talent juniors (aged 12 - 19) in the Club's metropolitan and country zones.		
1.6	Develop strong networks with the metropolitan and country districts for talent identification purposes.		
1.7	Attend community, country and school football competition games in liaison with the District and Regional staff and visit the country zones on a regular basis.		
1.8	Attend Talent Development, District, WAFL, Club and Match Committee meetings as required.		
1.9	Be proactive in researching possible improvements to talent programs and operational processes at club and WAFL level, and present discussion papers on relevant issues.		
1.10	Take responsibility for the Colts training and match day football operations in conjunction with the colts coach.		
1.11	Co-ordinates statistic collection and game analysis for the Colts team, including the production of coach and player feedback vision using Champion Data.		
1.12	Manage Colts equipment, maintain inventory and coordinate the ordering of gear and equipment.		
1.13	Keep the Football Manager informed on all talent management activities.		
2.0	<b>PLANNING &amp; FINANCAL MANAGEMENT</b>		
2.1	Prepare and present the Talent Management and Country Servicing Plans and oversee and quality control all SFC metropolitan and country talent development and identification programs (Y8s – Colts).	O	10
2.2	Manage and monitor annual income and expenditure budgets for talent development and country servicing. Authorise expenditure within approved budget.		
3.0	<b>OTHER</b>		
3.1	In conjunction with the CEO and Football Manager, seek sponsorship and partnership opportunities that will support and promote community and football development programs.	O	5

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

**SECTION 5 - SELECTION CRITERIA**

**EFFECTIVE DATE OF DOCUMENT  
December 2016**

**TITLE**  
  
**Talent Manager  
(Talent & Country Servicing)**

**EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE**

**ESSENTIAL**

1. Demonstrated leadership skills.
2. Experience in working in talented athlete programs and a sound understanding of the development of talented youth footballers.
3. Demonstrated ability to develop relationships with football stakeholders & maintain highly effective talent identification networks.
4. Highly developed verbal and written communication, interpersonal & negotiation skills.
5. Effective time and personal management skills
6. Proven ability to work flexible hours.
7. Demonstrated personal initiative, energy and enthusiasm
8. Hold or working towards a Level 2 Coach Accreditation
9. Computer literacy skills – Advanced knowledge of word, excel and power point.

**DESIRABLE**

1. An understanding of the football structure in WA.
2. An understanding of the Subiaco Football Club metro and regional zones
3. Knowledge of financial management principles
4. Capacity to effectively manage a large number of part-time and volunteer staff.



