



Position Title:	Queensland Gems Team Manager		
Work Area:	Social Impact	Reports to:	Diversity & Inclusion Manager
Reportable Positions:	Nil	Employment Status:	Honorarium
Primary Location/s:	Various	Modified:	February 2025
Netball Queensland	<p>Netball Queensland (NQ) is the peak state sporting organisation responsible for the governance, development, promotion and administration of netball throughout Queensland.</p> <p>We take seriously our position as custodians of netball in Queensland and embrace our responsibility to promote inclusion, gender equality and diversity. Our Reconciliation Action Plan launched in April 2022 has formalised our commitment to reconciliation by embedding a framework to turn our intentions into practical, meaningful actions and outcomes.</p> <p>At NQ our purpose is to enrich lives through netball, and we aspire to be the most played and supported sport in Queensland. Our 2023 – 2025 Strategic Plan defines what ‘winning’ means for our organisation and outlines the choices that will make it happen and create value.</p> <p>The incredible Nissan Arena is the home to our history-making Queensland Firebirds netball team as well as NQ’s operations and delivery of community sport and major events.</p> <p>At NQ our values and behaviours are important to our cultural identity and where we grow, play, inspire and lead our great game of netball.</p> <p>As we strive for our Queensland Firebirds to be Queensland’s favourite sporting team and work to build thriving netball communities, we know that we must assemble the right team. A career at NQ represents a unique opportunity to succeed in a high-performance environment while enjoying a flexible work culture and directly contributing to the sustainability of netball in Queensland.</p> <p>Further information on Netball Queensland, Nissan Arena and the Queensland Firebirds can be found at www.netballq.org.au, www.nissanarena.com.au, and www.firebirds.net.au.</p>		

Our Values, Our Culture

The values of our organisation are core to our recruitment process. Our values guide and shape how we execute our roles and how we behave, individually and collectively. Our values are:

- **Trust**
To be earned and given. To have confidence or belief in someone or something, to rely on each other, to always act in good faith and fidelity.
- **Collaborative**

The decision to work in teams, to seek diverse perspectives and embrace constructive debate in the pursuit of being world leading.

- **Brave**

To show valour in decisions and actions. The courage to take risks, to stand up for what we know needs to be done and the resilience to convert failure into fuel.

- **Authentic**

Genuine, not false, copies or counterfeit. A daily practice of living out one's true beliefs, our shared values, consistently in both words and deeds.

- **Inclusive**

To value and respect difference and diversity; to pursue equality and seek opportunities to optimize participation.

- **Innovative**

The result of continual learning and daring creativity applied with perseverance to things that will deliver value to netball.

Your Contribution to Netball Queensland

The primary purpose of the Queensland Gems Team Manager is to lead and deliver all logistical operations of the training schedule for the QLD Gems state team. You will provide support to the Head Coach and athletes to ensure the smooth logistical delivery of the training schedule.

You will be able to positively collaborate and influence key stakeholders to support their athletes throughout the campaign to ensure they are physically and emotionally prepared to give their best performance for Queensland at the Marie Little Shield Tournament.

In addition to on-court performance for the QLD Gems State Team in the Marie Little Shield, success in this role will be measured by player, families and management team feedback survey and general logistical efficiency of the campaign.

The Marie Little Shield is an annual National tournament for Women and Girls with an intellectual impairment. More information about the Queensland Gems and Marie Little Shield can be found here: [Queensland Gems - Netball Queensland](#)

Key Responsibilities of this role

The Queensland Gems State Team Manager will be responsible for the following:

- Coordinate all off-court team operations and logistics including but not limited to any training sessions and match day requirements
- Build and maintain positive relationships and communication with coaches, support staff, athletes, NQ operational staff and parents/guardians/carers.
- Ensure early completion of Sports Integrity Australia framework education to champion the required behaviours of staff and squad/team with regards to anti-doping fundamentals, competition betting and manipulation, child safeguarding, harassment and discrimination, and ethics in sport
- Attend all team meetings, training sessions, functions and events and perform duties including ensuring athletes and staff are aware of, and adhere to, relevant uniform, behaviour standards and understand where to find NQ policies
- In collaboration with the Head Coach prepare run sheets for all trainings and team bonding days
- Assist with ensuring the prompt return of team documentation such as NQ or NA Athlete agreements, Medication Consent forms and any other key documentation.
- Where required, provide athlete supervision/child safeguarding practices during training, or education sessions

- Encourage athlete/parent/guardian/carer understanding and consistent use of communication platforms.
- Support the accurate ordering of team uniforms
- Ensure appropriate rooming and pack lists are developed and implemented for all away trips
- In consultation with NQ Diversity & Inclusion Manager, devise menu plan appropriate for performance and recovery at the Marie Little Shield Tournament.
- Communicate key information regarding the logistics and operations of the Marie Little Shield to relevant athletes, support staff and parents
- Ensure the prompt registration of the team on Netball Connect or the relevant registration platform used for the Marie Little Shield Tournament
- Prior to the Marie Little Shield research the host venue, including places of interest, medical facilities, close to accommodation and provide relevant information to athletes and parents
- In collaboration with the Head Coach prepare a weekly and daily run sheets for the Marie Little Shield
- Ensure the team and staff follow required timelines/run sheets on travel and game days
- In collaboration with the Head Coach ensure appropriate team management meetings take place throughout the campaign and each day of the Marie Little Shield to communicate any changes to schedule or athlete management
- Ensure full compliance of all athletes and staff with the NQ and NA integrity framework
- Ensure that relevant budgets are maintained and brought in under budget
- Maintain appropriate financial records and provide a reconciliation report as required for travel expenses
- Report any matters of misconduct directly to Netball Queensland
- At the conclusion of the Marie Little Shield complete the Manager Survey and a written report within fourteen (14) days
- At the conclusion of the Marie Little Shield attend an individual EOY review with NQ Staff
- Perform other duties as reasonably required by NQ.

The QLD Gems State Team Manager is required to attend the following:

- Squad / team selection and trainings, team days, match play
- Marie Little Shield (timings to be confirmed – anticipated travel in September)
- All meetings, including but not limited to debrief sessions as required by the Head Coach during the preparation phase and Marie Little Shield
- Relevant meetings as determined and required by NQ
- Professional development sessions as determined by NQ
- End of program review as determined and required by NQ

Core Competencies, Skills & Personal Qualities

Values Alignment

The **most** important factor for both candidate and NQ, is an **alignment of values**. A great experience is founded by the alignment of your personal values with Netball Queensland's values of **collaborative, brave, authentic, inclusive, innovative, trust**.

Personal Qualities

- Problem solver - high resilience and a growth mindset. Can analyze problems and likes to be challenged.
- Achiever - desire to have a positive impact on the world. Appetite for results and being accountable.
- Self-starter - high levels of initiative and intrinsic motivation. You bring energy and optimism.
- Team player – prefers to work in a team environment, values diversity.
- Ability to translate ideas into action - the ability to think and execute at scale is critical. We are a large sport!

- Calm under pressure – high emotional regulation under stress and manages competing priorities.

Qualifications, Knowledge, Competencies and Experience

The Queensland Gems Team Manager requires the following qualifications and experiences:

Qualifications

- Current Blue Card
- Drivers Licence
- Relevant First Aid qualification

Knowledge and experience

- Experience working with athletes with an intellectual disability in a similar role
- Experience and understanding of athletes with a disability, behaviours, development and reasonable adjustments required.
- Strong knowledge of Microsoft Office particularly the Excel

Competencies

- Team player with the ability to work autonomously or under minimal supervision and meet deadlines
- Proven ability to develop strong internal and external relationship with key stakeholders
- High level interpersonal skills and the ability to elicit the cooperation of people
- Ability to set priorities, operational plans and timelines and to meet deadlines
- Understand the requirement for confidentiality, impartiality and ethics
- Excellent communication skills inclusive of high-level writing skills and ability to interface through all mediums

What we Offer

To achieve our vision of becoming a world-class sports organisation respected for transforming lives through netball, Netball Queensland must have the best and brightest team on and off the court. Your reward for stepping into this challenge will be:

- A high-performance culture where you will lead and be led, challenge and be challenged
- Professional development and a strong commitment to support your career growth
- Flexible work practices to enable you to live your best life
- And above all, the opportunity to directly impact our great game of netball and ensure its sustainability for generations to come!

Other Information

Blue Card

As an organisation we are committed to protecting children and young people from harm. It is essential that anyone employed at NQ understand their responsibility in relation to child safety. We require that all applicants hold a Working with Children (Blue) Card or be able to obtain one as soon as possible, and before commencing employment with NQ.

Diversity and Inclusion

NQ is an equal opportunity employer and encourages applications from individuals of all backgrounds to apply. This includes, but is not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTIQ communities. All NQ employees have access to employment

opportunities, such as professional development and promotion.

Hours of Work

The sport industry operates outside of traditional business hours, including weekends. To succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach to ensuring our people can balance their family life and personal commitments alongside the demands of the industry.