



POSITION DESCRIPTION

Manager Accreditation & Visas

FIBA WOMENS BASKETBALL WORLD CUP 2022

The FIBA Women's Basketball World Cup is the world's largest international women's basketball competition and one of the most prestigious titles in the sport. This major event will feature the world's best players representing 12 basketball powerhouse nations from across FIBA's regions – Asia & Oceania, Americas, Africa and Europe.

ABOUT FIBA

The Federation International Basketball (FIBA) is the association of National Federations which governs the sport of basketball worldwide. Following a competitive bid, Basketball Australia and the NSW Government were awarded the rights to host the FIBA Women's Basketball World Cup 2022 at Sydney Olympic Park from 22 September to 1 October 2022.

FIBA WOMENS BASKETBALL WORLD CUP 2022 LOCAL ORGANISING COMMITTEE (LOC)

Basketball Australia partnered with NSW Government through its major events and tourism agency, Destination NSW and the Office of Sport to win the rights in March 2020 to host the Women's Basketball World Cup as part of the NSW Government's 10 World Cups in 10 years initiative. Basketball Australia established a Local Organising Committee, as a wholly owned subsidiary, to deliver this prestigious event. This World Cup will be one of the first major international events to be held in Australia in 2022 (22 September to 1 October 2022) and comes at an unprecedented time for our country, following devastating bushfires and COVID-19 pandemic. This global sporting event will contribute to Australia's long-term recovery due to the economic and social benefits this event will deliver, along with continuing the powerful message of gender equality and focus on women's sport.

We want this event to reimagine and reinvigorate Basketball, and specifically Women's Basketball, in Australia and the Region. We want to create an atmosphere that is cool, edgy and funky with activations, communications and promotions in the lead up and during to the event that achieves our vision of igniting the passion for women's basketball globally.

OUR VISION: To ignite the passion for Women's basketball globally

OUR MISSION: To create a bold, engaging and inclusive World Cup celebrating the power and excitement of women's basketball

POSITION: MANAGER, ACCREDITATION & VISAS

Under the guidance of the General Manager – Event Operations for the Local Organising Committee (LOC), you will support the planning, delivery and implementation of the accreditation system and manage all visa processes. This will include all 12 Team Delegations, Technical officials, Broadcast, FIBA staff, VIP guests and suppliers for the event.

As Manager, Accreditation & Visas you will initially focus on the management of the FIBA accreditation system that will be utilised during the event. In addition, you will liaise with Australian Government authorities in relation to the process of the visas required for all personnel for the FIBA Women's Basketball World Cup 2022.

You are experienced event operations professional with demonstrated experience in a sports and entertainment or events environment. Ability to work with a wide variety of stakeholders with exceptional well-developed interpersonal skills, a team player who works well in a small team. You will lead the team in managing the accreditation and visa requirements for the event. Your attention to detail and customer service skills are exceptional to ensure the experience for the teams, coaches, officials and stakeholders is outstanding.

KEY RESPONSIBILITIES

The Manager Accreditation & Visas will be expected to:

- Contribute to the success of the World Cup by delivering the accreditation programme on budget, on time and to the required standards
- Planning, implementing and operating accreditation procedures and operations under guidance of FIBA Accreditation system.
- Managing accreditation registration processes and operations in Sydney including liaising with FIBA to ensure consistency in accreditation planning and delivery in line with FIBA requirements, regulations and standards
- Liaising with Australian Government agencies to ensure a smooth visa process for all the 12 team delegations, Technical Officials, broadcast, FIBA management and staff, suppliers and FIBA guests
- Communicating with internal and external constituent groups and individuals on visas and accreditation processes
- Working with FIBA, LOC Functional Areas/Advisory Committees and all Government Agencies to develop and deliver a COVID safe procedure for all stakeholders that meets the necessary requirements.
- Collaborating with other local entity functional areas to ensure alignment of different responsibilities and coherent delivery of a safe environment for the World Cup for all stakeholders involved in the event.
- Be a senior member of the Event Operations team with the ability to promote a positive working relationship between all functional areas of the Events Team.

EXPERIENCE/SKILLS/QUALIFICATIONS

In addition to demonstrating relevant experiences across the core functional areas of responsibility identified in this Position Overview, candidates applying for the Manager Accreditation and Visas role will require a range of personal and professional skills, including:

Essential

To thrive in this role, the ideal candidate will have

- A proven professional and solid background in a leading position managing accreditation within major events or stadium operations.
- Proven experience in developing concepts, procedures and policies for accreditation at major sporting events and translating these into effective operational delivery.
- The ability to manage and operate in a dynamic working environment, handling multiple projects concurrently and under pressure (i.e. constituent group management, security background check requirements, process planning, data protection obligations, system setup requirements and implementing operations).
- An understanding of access management operations, preferably in a sporting environment, will be highly regarded along with experience in building and directing teams and collaborating across a range of business areas.
- Experience in managing COVID procedures in a sporting event environment
- Relevant tertiary qualifications in sport management, sports administration or event management.
- Experience in delivering a basketball or sporting event over an extended period of days with a wide range of stakeholders.
- Previous experience within a major event or sporting event working with different stakeholders e.g. International Federation e.g. FIBA, Government agencies, competition venues
- Exceptional attention to detail, time management, planning and scheduling skills
- High level of all round communication and presentation skills
- Display sound decision-making skills to solve problems and conflicts effectively whilst remaining calm under pressure
- Proficient with Microsoft Office with emphasis on Word and Excel
- Strong project management disciplines inclusive of the ability to prioritise at peak times, multitask and meet strict deadlines
- A high degree of sensitivity and diplomacy in managing the expectations and views of a diverse stakeholder



group.

- Demonstrated ability to plan, organise and manage multiple tasks with strong attention to detail maintaining high standards of customer service and work within the LOC management.
- Strong collaborative/inclusive approach to problem solving.

Desirable

- Knowledge of the sport of basketball
- Experience as a volunteer at a sporting or entertainment event
- Experience in working with other functional areas.

LOCATION

Flexible working arrangements will be discussed; however, the FWBWC22 LOC office will relocate to Sydney Olympic Park on 17 January 2022

HOURS OF WORK

Due to the nature of the position, weekend work and extended hours may be required from time to time.

REMUNERATION

The remuneration package is negotiable depending upon skill level and experiences.

TIMELINES

Applications close 5pm AEST Friday 21 January 2022. Interviews and appointment will occur in late January, and it is expected that the Manager, Accreditations & Visas will commence in late February 2022.

TERM

The successful candidate will be employed under a full-time contract to **14 October 2022**. This is subject to funding and may be extended. In addition, a three-month probationary period will be included in the contract.

APPLICATIONS

Applications should be forwarded to hr@womensworldcup.basketball before **5pm AEST Friday 21 January 2022**

Preferred Format: 1-page letter of introduction responding to selection criteria and key responsibilities, accompanied by a CV of no more than 3 pages.