

NSWPA State Grading Officer Position Description

Job Position: State Grading Officer

Job Type: Coordination, management and liaison with all issues relevant to player grading

Job purpose: Gain consistency in grading across NSW to promote and facilitate good, fair, competitions based on an agreed player ranking system. Equitable competitions are critical to the success of the sport of polocrosse.

Key responsibilities and accountabilities:

Responsible for the update of the online Grading database, understanding and implementation of grading functions and duties across all Zones in NSW.

Need to work closely with Club and Zone Grading Officers to keep grading up to date and consistent between and across Zones. Main tasks:

1. Maintain & update the NSWPA computerised Player grading database
2. Liaise with and support Zone & Club Grading Officers
3. Respond to and follow up enquiries by email, telephone, and personal exchange.
4. Promote an understanding of the Grading process and its importance across NSW.
5. Monitor the grading process and report/make recommendations to the NSWPA Board for any variations or need for action.
6. Liaise with other State Grading Officers and develop ideas as appropriate for the benefit of the sport
7. Liaise with the National Grading Officer as required
8. Liaise and attend meetings with other NSWPA staff necessary to perform duties and enhance organisational development.
9. Attend relevant training to develop relevant knowledge and skills.

Knowledge, Skills, and Abilities Requirements

- Knowledge of the grading principles, practices and methods.
- Working knowledge of Polocrosse Rulebook and applicable rules relating to Grading
- Working knowledge and experience with computer database systems
- The ability to analyze situations, problems and data, and use sound judgment in drawing conclusions and making decisions
- Ability to work in a professional manner and be objective and concise.
- Ability to communicate effectively orally and in writing;
- The ability to establish and maintain effective working relationships with NSWPA Board, other Grading Officers and players
- Ability to handle stressful situations and effectively deal with range of people.

Performance Goals:

Competitions that place teams in Grades based on the agreed grading and database system consistently result in close competitions.