

# POSITION DESCRIPTION

INSPIRING A LIFELONG LOVE OF NETBALL



Position Title:	Performance Manager - Vixens		Date:	February 2026
Department:	High Performance and Pathways		Reports to:	General Manager – High Performance and Pathways
Location/s:	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052		Direct Reports:	Vixens Academy Head Coach Vixens Academy contractors / staff
Position Type:	Full Time			

## + Being Part of Netball Victoria

Netball Victoria is a not-for-profit, member-based organisation and the peak body for netball in Victoria, affiliated with Netball Australia and governed by a volunteer Board.

Our purpose is to improve people's lives through netball. We live our values of 'We empower each other', 'We strive to go beyond existing barriers', and 'We are leaders'—guiding how we work individually and together.

The Executive Team includes the CEO, COO and General Managers across areas such as High Performance, Community, Commercial, Stakeholder Relations, Business Services, Member Services and People and Capability.

## Working Conditions

Office hours: Monday to Friday, 9:00am – 5:00pm

Hybrid work environment (office and home)

Staff are employed under the terms outlined in their contracts

Due to the nature of this role in sport, after hours and weekend availability is essential

The position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance objectives, measurements and expectations will be agreed with your manager.

## + Position Overview

Use this section to provide a brief summary of the role. This should be no longer than one or two short paragraphs and should give a high-level snapshot of what the position exists to do, who it works with, and its primary focus within the organisation. Avoid going into too much detail here—save that for the key responsibilities section. This is the “elevator pitch” of the role that helps the reader quickly understand its purpose within Netball Victoria.

## + Key Responsibilities

Suncorp Super Netball - Melbourne Vixens	<ul style="list-style-type: none"><li>Assist the Melbourne Vixens Team Manager with the operational requirements of the Melbourne Vixens program.</li><li>Develop and nurture highly effective working relationships with the Melbourne Vixens Head Coach and other support staff of the Melbourne Vixens.</li></ul>
--	--

	<ul style="list-style-type: none"> <li>Support the List Management Committee through development and maintenance of depth charting and planning, and assessment of Victorian, national and international talent</li> <li>Manage all athlete contractual related matters in conjunction with the General Manager High Performance &amp; Pathways</li> <li>Work closely with relevant Netball Victoria departments to deliver and manage processes in relation to athlete appearances, partner requirements and media requests.</li> <li>Ensure the organisation and presentation of the Melbourne Vixens match day operations are executed in an efficient, timely and professional manner.</li> <li>Maintain a comprehensive knowledge of all rules and regulations pertaining to the Suncorp Super Netball Competition.</li> <li>Act as the Internal Compliance Manager for all league compliance/integrity requirements for the Melbourne Vixens participation in the Suncorp Super Netball, including Netball Australia correspondence and salary cap management</li> </ul>
Super Netball Reserves	<ul style="list-style-type: none"> <li>Manage and deliver all operational requirements of the Vixens Academy program with the support of the Team Manager</li> <li>Develop and nurture highly effective working relationships with the Vixens Academy Head Coach and other support staff of the program.</li> <li>Work with the Melbourne Vixens and Vixens Academy Head Coach and List Management Committee to design strategies for athlete recruitment, development and retention for the Vixens Academy program.</li> <li>Manage and monitor athlete selection processes and contractual requirements for the Vixens Academy program</li> <li>Recruit and manage Super Netball Reserves personnel and ensure their performance aligns with agreed responsibilities.</li> <li>Maintain a comprehensive knowledge of all rules and regulations pertaining to the Super Netball Reserves Competition and manage any compliance and/or integrity requirements</li> </ul>
Strategy and Leadership	<ul style="list-style-type: none"> <li>Develop and implement relevant policies within the Melbourne Vixens and Vixens Academy program, ensuring these are in line with National guidelines and best practice standards.</li> <li>Co-design the Melbourne Vixens and Super Netball Reserves operational plans in consultation with the General Manager High Performance &amp; Pathways and respective Head Coach.</li> <li>Contribute to the strategic direction of the Suncorp Super Netball and Super Netball Reserves competitions</li> <li>Work with Pathways Manager and GM High Performance and Pathways to develop, implement and deliver Netball Victoria Pathway Frameworks and contribute to the high-performance pathway within Netball Victoria</li> <li>Implement a consistent and professional review process for the Melbourne Vixens and Super Netball Reserves program to identify opportunities for future improvement.</li> <li>Develop and maintain a strong relationship with relevant stakeholders (eg. Netball Australia, VNL Clubs, Victorian Institute of Sport etc) to deliver shared objectives, including the smooth transition of players between environments at all stages of the pathway</li> </ul>
Associated Duties	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Attend and take an active part in department meetings and planning days.</li> <li>Assist the GM – High Performance and Pathways in the Strategic Planning process.</li> <li>Keep abreast of industry trends and introduce relevant practices to Netball Victoria.</li> <li>Represent NV at meetings held by stakeholders as directed and share relevant information with the HPP team.</li> <li>Manage and oversee relevant IT and data collection systems and requirements across programs</li> </ul>

	<p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>Oversee and manage the budget of the Melbourne Vixens and Super Netball Reserves programs.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Develop relevant reports and papers for the Netball Victoria Board as requested by the General Manager High Performance &amp; Pathways.</li> <li>Provide documentation and reports to internal and external stakeholders as required by the General Manager – High Performance and Pathways</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Lead and inspire the team to deliver on strategic objectives and operational priorities, fostering a high-performance culture aligned with Netball Victoria's values.</li> <li>Coach, mentor, and empower direct reports, supporting their growth, performance, and capability development.</li> <li>Provide expert guidance and advice across the organisation on programs, resources, and initiatives, demonstrating strong commitment to organisational values.</li> <li>Communicate with clarity, integrity, and transparency, role-modelling collaboration and teamwork across all levels.</li> <li>Engage in continuous leadership development to enhance personal and organisational capability.</li> </ul>
Contribution to Workplace Culture	<ul style="list-style-type: none"> <li>Actively role-model Netball Victoria's values of empowerment, innovation and leadership.</li> <li>Foster a safe, inclusive and respectful workplace and community environment.</li> <li>Embrace learning and development opportunities and support others to grow.</li> <li>Build effective partnerships across Netball Victoria and externally, representing the organisation professionally at all times.</li> </ul>

## + Education, Qualifications and Experience

- Tertiary qualifications in a relevant field.
- Minimum of 5 years' relevant experience working in a high-performance sporting environment
- Experience/understanding of the culture and challenges facing a not-for-profit sporting organisation with both volunteer community and elite components.
- Hold a current full driver's license.
- Hold a Working with Children's Check connected to Netball Victoria.

## + Key Skills and Attributes

- Exceptional communication and negotiation (oral and written) skills.
- High level of attention to detail.
- Demonstrated ability to develop and maintain strong, positive and sustainable relationships with a wide range of stakeholders, including elite athletes and coaches.
- Willingness and ability to work flexible hours and travel as required.
- Understanding of Netball Victoria's strategic priorities and community engagement goals.
- Knowledge of inclusion and diversity in sports, particularly in multicultural or all-abilities contexts.

## + Commitment to Safeguarding Children & Young People

Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

## + Diversity and Inclusion

We are proud to be an equal opportunity employer, embracing diversity in all forms, including First Nations and Torres Strait Islander peoples, culturally and linguistically diverse individuals, and the LGBTQ+ community. At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion, and sexual orientation. We are committed to providing a safe environment for all across Netball.

## + Health and Safety

All employees are responsible for:	<ul style="list-style-type: none"><li>• Compliance with the company policy, safety systems and applicable health and safety legislation and regulations.</li><li>• Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly.</li><li>• Recommending improvements to health and safety practices.</li><li>• Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.</li><li>• Assisting in timely completion of any corrective action items and reporting / investigation procedures.</li><li>• Participating in relevant health and safety induction, training and other relevant activities.</li><li>• Use and maintain all safety equipment provided.</li></ul>
Managers are also responsible for:	<ul style="list-style-type: none"><li>• Ensuring all appropriate actions are taken to implement health and safety policies and procedures and legislative requirements.</li><li>• Accepting operational responsibility for health and safety performance within the work areas under their control.</li><li>• Effectively communicating health and safety policies, procedures and workplace issues with senior management and employees.</li><li>• Supporting the Health and Safety Officer and First Aid Officer in fulfilling their responsibilities</li></ul>

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation

*Please note: NV reserves the right to change job duties and responsibilities outlined in this Position Description at any stage in line with business requirements and needs*