



NATIONAL INTEGRITY MANAGER – POSITION DESCRIPTION	
Classification	Sporting Organisations Award 2020 – Clerical and administrative staff Grade 6
Salary	Remuneration negotiable based on experience and qualifications.
Tenure	2-year term
Hours	2 days per week (or 0.4 FTE), with the possibility to increase to 3 days.
Location	O'Brien Icehouse, Melbourne (or another venue to be determined)
Reports to	Ice Hockey Australia General Manager and Curling Australia Director

Environment	<p>Ice Hockey Australia (IHA) is the nation's governing body for the sport of ice hockey. Established in 1908, IHA is responsible for the promotion and administration of the world's fastest team sport at every level of participation in Australia — from youngsters stepping onto the ice to compete for the first time, through to senior men and women representing the country in international competition (Able & Para).</p> <p>In addition to organising and overseeing the Australian Women's Ice Hockey League (AWIHL) and Australian Junior Ice Hockey League (AJIHL), Ice Hockey Australia oversees the Australian Ice Hockey League (AIHL) and plays a key governance role on behalf of its Member Associations and affiliated organisations.</p> <p>IHA is an Australian Sports Commission recognised National Sports Organisation (NSO) and has been a member of the International Ice Hockey Federation (IIHF) since 1938.</p> <p>Curling Australia (CA) is the governing body that leads, develops and promotes the sport of Curling in Australia. We aid and support the individual State Associations and their grassroots endeavours to advance Curling whilst providing a pathway for curlers to compete at National and International events, including the Olympic and Paralympic Winter Games.</p> <p>As a National Sporting Organisation (NSO) recognised by the Australian Sports Commission and a member association of World Curling, CA is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all aspects of the sport. CA is a child safe organisation and has a zero-tolerance policy to child abuse and neglect in any form.</p>
Primary Job Purpose	The National Integrity Manager will be responsible for embedding the National Integrity Framework and other National Sporting Organisation (NSO) policies

	<p>into all levels of Ice Hockey Australia (IHA) and Curling Australia (CA) to ensure participants have confidence that they are participating in a safe, clean, inclusive, and fair sport.</p> <p>The National Integrity Manager will also provide leadership and assistance on integrity and complaint related matters for IHA and CA as the dedicated National Integrity Manager for each sport.</p> <p>Working two days per week (or 0.4 FTE), the position will spend half their time with IHA and half their time with CA.</p>
Job Responsibilities	<p>The duties of the National Integrity Manager include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Manage the complaint resolution process in accordance with the relevant policies, including liaising with Sport Integrity Australia (SIA) and other stakeholders. • Liaise with SIA, IHA and CA member organisations to implement the National Integrity Framework across all levels of the sport. • Develop and manage other IHA and CA policies, guidelines and processes that inter-relate with the National Integrity Framework. • Develop a IHA and CA complaint handling process in accordance with relevant policies and in partnership with other stakeholders, including Sport Integrity Australia. • Ensure compliance with integrity policy requirements, including National Integrity Framework and IHA and CA Anti-Doping Policy. • Provide leadership and assistance to IHA and CA member organisations regarding integrity issues, concerns and practices, including in relation to any alleged breaches of the IHA and CA's rules, regulations, codes and policies. • Operate in a timely and efficient manner, seeking advice, escalating complex matters and influencing accordingly. • Develop and maintain the IHA and CA's complaint management system ensuring best practice principles for data management and confidentiality are incorporated. • Develop and maintain sustainable and effective operational relationships with a range of internal and external stakeholders, including Sport Integrity Australia. • Deliver integrity education program to staff, athletes, volunteers and other stakeholders.

Selection Criteria

Essential	<ul style="list-style-type: none"> • Relevant tertiary qualifications or demonstrated experience in sport management, law, governance or related field. • Proven ability to evaluate and manage reports of unacceptable behaviour in a fair and impartial manner. • Demonstrated experience in effectively navigating difficult conversations with a wide range of stakeholders.
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	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills including the ability to develop and maintain productive working relationships and influence change. • Organisation and time management - ability to manage a caseload or manage competing priorities and adhere to strict deadlines to achieve results in a high-pressure environment. • Demonstrated strong record-keeping and problem-solving skills. Experience in analysing complex information and developing plans to achieve desired and timely outcomes. • Demonstrated personal qualities of integrity, initiative, drive and adaptability. • Experience in managing discreet, sensitive and confidential information.
Desirable	<ul style="list-style-type: none"> • Demonstrated experience in the Australian sport sector, particularly in the provision of advice in areas including member protection, child safeguarding, Anti-Doping and corruption in sport.

Additional Requirements	<ul style="list-style-type: none"> • This position requires a clearance/s to work with children which is an essential component of this role and for ongoing employment. PLEASE NOTE: It is your responsibility to obtain and supply the appropriate licence. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. • Travel may be required.
Eligibility	<p>Citizenship/Visa</p> <p>You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify IHA/CA if your right to work in Australia ceases.</p>