



Athlete Management System Coordinator

Are you meticulous, structured and have a love of data? Do you have great interpersonal skills that allows you to build relationships quickly? If the answer is yes to both these questions, then the Gold Coast SUNS are looking for you. The Gold Coast based AFL team are seeking a database coordinator to join the football department to develop, implement and maintain the Club's Athlete Management System (EDGE10).

Working part-time (25 hours per week), the role will be responsible for management of the system, maintaining data integrity, as well as providing user support, education and development of user manuals and how-to tutorials.

Key roles and responsibilities include but are not limited to:

- Liaise with EDGE10 on the development, customization and implementation of the Gold Coast SUNS Athlete Management System platform;
- Create efficient data entry templates to automate and improve day-to-day processes and systems;
- Create automated dashboards aligned to discipline-specific areas and requirements;
- Assist football staff with the day-to-day operations of the football programme including necessary data entry;
- Assist football staff within each sub-discipline (Coaches, High Performance, Medical, Personal Excellence, Operations, Recruitment) with the ongoing maintenance of discipline-specific dashboards;
- Provide user support as required; and
- Develop user manuals and how-to tutorials based on discipline/individual needs and requirements.

To be considered for the role, candidates must address the following Key Criteria:

- A strong personal brand which personifies the GC SUNS values;
- Demonstrated experience managing and optimising data systems/platforms;
- Demonstrated experience in data management and visualisation;
- Demonstrated ability of taking initiative in managing projects, developing tasks and problem solving;
- An analytical mind with outstanding attention to detail;
- Excellent interpersonal, communication and facilitative skills with the ability to relate to different key stakeholders, i.e., Coaches, High Performance, Medical, Personal Excellence, Operations, Recruitment;
- Working knowledge of athlete management database systems (highly desirable);
- Previous experience in a high-performance sport environment (highly desirable); and
- A postgraduate qualification (Honours/Masters) in Sports Science, Actuarial Science, Sports Administration, Sports Management or relevant discipline (desirable).

If you are interested in working in a challenging yet extremely satisfying position, please email your resume and a cover letter to recruitment@goldcoastfc.com.au by **Sunday 27th January 2019.**

Previous applicants need not apply.