



POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER

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| Role : | Chief Executive Officer (CEO) |
| Location: | Darwin |
| Status: | Contract - Full Time |
| Reports to: | Chair of Basketball Northern Territory Board and BNT Board of Directors |
| Position Status: | Executive Contract- 2 Years Fixed Term |
| Revised: | February 2026 |

Organisational Background

Basketball Northern Territory (BNT) is recognised by Basketball Australia (BA) as the State Governing Body responsible for the development, promotion and governance of basketball across the Northern Territory (NT).

BNT is a community and member based organisation responsible for delivery of high performance programmes, basketball sport introduction and skill development programmes throughout the Northern Territory and organised competitions at all age group and senior levels through the Darwin Basketball League. .

Child Safeguarding Commitment

BNT has a zero-tolerance policy toward child abuse and neglect. We are committed to creating and maintaining a safe, positive and inclusive environment where all children can participate in basketball free from harm. All BNT staff must actively support and comply with our child safeguarding policies and reporting obligations.

National Integrity Framework

Basketball Australia has developed a national framework to promote and maintain integrity in basketball. The Framework sets out a robust set of reporting, investigatory and sanctioning provisions to deal with Prohibited Conduct. The National Integrity Framework (the Framework) sets the broad expectations for the conduct of all Participants. It also incorporates detailed policies that regulate specific behaviours to ensure action can be taken against those who fail to adhere to appropriate behavioral standards and expose the sport to undue risk. Details can be found here: [National Integrity Framework](#)

Role Purpose and Summary

The Chief Executive Officer (CEO) supports the delivery of the BNT Strategic Plan and provides leadership for the organisation including the overall day to day management of all activities, programmes and services delivered by BNT.

The CEO role holds significant strategic importance and is responsible for providing high level leadership, vision, and strategic direction across BNT operations.

The role is accountable for whole of organisation values management, good governance, financial sustainability, stakeholder engagement and operational excellence.

Specific Responsibilities

Leadership

- Implement the BNT Strategic Plan
- Provide advice and support to the BNT Board on matters of strategy, governance and leadership
- Lead and manage the business of BNT to further the objects of the association
- Adhere to the BNT Code of Conduct and promote BNT's organisational values.

Financial Management

- Lead and oversee the financial management of the organisation
- Prepare annual budgets and including financial planning, monthly budgeting and financial forecasting
- Report to the BNT Board on annual and monthly budget performance
- Identify commercial, sponsorship and grant opportunities
- Establish commercial agreements and partnerships with Basketball Australia, businesses and government that support and promote the economic strength and stability of BNT to increase the level of services to the members and basketball in the Northern Territory

Communications and Stakeholder Engagement

- Ensure ongoing positive engagement with Basketball Australia and government agencies
- Develop and build relationships with a range of BNT key stakeholders including but not limited to BA, other peak bodies, NT sports governing bodies, member associations, basketball clubs and other community bodies
- Support the strengthening of the BNT brand, visibility and community engagement for basketball in the NT
- Promote the growth of BNT and basketball through the delivery of engagement, communication and marketing strategies and programmes

- Represent and advocate for basketball in the Northern Territory in all relevant media forums as appropriate and subject to delegation.

Governance and Compliance

- Ensure compliance with all relevant legislation, regulation and policy relating to the operations of the association
- Maintain accurate systems, policies, records and documentation relating to the operations of BNT
- Promote best practice corporate governance and processes
- Provide advice and reports to the Board on governance, compliance performance and risks

People & Culture

- Lead, motivate and develop BNT staff and volunteers whilst promoting a positive work culture consistent with BA and BNT values
- Manage organisation, recruitment, performance and development of BNT team members and volunteers
- Support the development and enhancement of the BNT Board of Directors skill matrix
- Support BNT and member organisations to develop a wide volunteer program including recruitment, training and adherence to BNT values
- Champion a culture of safety and promote an organisational culture of accountability, customer focus, and continuous improvement
- Create an organisational environment that promotes great performance, fosters diversity and inclusion and motivates the BNT team
- Lead change management initiatives aligned with cultural organisational need and commitments.

Basketball Development & Participation

- Oversee the operation and delivery of BNT participation programmes, development pathways and inclusion initiatives
- Provide support , advice and assistance to BNT members, clubs and key stakeholders to further the objects of the association
- Engage regional and remote associations and communities to promote and grow basketball.

High Performance & Talent Pathways

- Ensure athlete, coach, referee and official, high performance and talent pathways are in place, available to all members and players and consistent with relevant national programs.

Facility Management

- Oversee the leasing and operations of the Darwin Basketball Stadium(DBS) and any other assets of BNT

- In conjunction and consultation with the BNT Board develop facility maintenance and upgrade programmes for the DBS and any other assets of BNT
- Coordinate the ongoing and preventative maintenance and upkeep of the BNT workplace and facilities including the DBS.

Work Health and Safety

- Ensure organisational compliance with Work Health and Safety legislation in the Northern Territory to protect all employees, members and the community in the workplace
- Consult and work with BNT employees on WH & S matters and address issues within the workplace
- Comply with all BA and BNT policies, procedures and guidance on maintaining and ensuring safety in the workplace
- Report on WH & S matters to the BNT Board.

Key Performance indicators

- Key Performance indicators will be negotiated annually by the BNT Board with the CEO

Key Performance indicators will be formulated around;

- Financial performance
- Growth and development of basketball in the Northern Territory
- Staff matters and organisational values
- Member satisfaction

Direct Reports

- TBC

Key Relationships

- **Internal**
 - Basketball Northern Territory Board of Directors
 - Basketball Northern Territory staff, contractors and volunteers
- **External**
 - Basketball Australia
 - Other State and Territory Basketball Associations
 - Northern Territory Government
 - Member Clubs and Associations
 - Schools
 - Diversity and All Abilities communities
 - Sponsors
 - Partners
 - Other Basketball related organisations
 - Other State Sporting organisations

- Local and State based business

Key Competencies and Selection Criteria

Essential

1. Demonstrated senior leadership experience with a focus on governance and organisational leadership
2. Comprehensive experience in delivering strategic operational priorities especially in a not for profit, service delivery or sporting environment
3. Strong financial management experience including the ability to interpret financial reports, preparation of budgets, income generation and cost control
4. Excellent interpersonal communication and advocacy skills with an ability to negotiate and establish productive relationships. Experience in influencing and conflict resolution
5. Proven ability in the development of organisational policies, processes and programmes
6. Comprehensive understanding of sports development philosophies and high performance talent pathways
7. A high level of personal resilience, integrity, professionalism and a proven ability to manage sensitive issues.

Highly Desirable

8. Tertiary qualifications in business management or sports or similar relevant industry relate fields
9. Experience in leading a sports based, service delivery or not for profit organisation
10. Experience in venue and property management particularly sporting venues
11. Sporting industry experience or comprehensive understanding of the Australian and/or Northern Territory sporting ecosystem
12. Experience in cultural resets and organisational change management

Accreditations

- Current or ability to obtain a Working with Children check
- Current Driver's Licence