



## Job Description

### 1. Job Details:

<b>Position Title:</b>	<b>Manager Administration (Cricket &amp; Sports Science)</b>	<b>Job Code:</b>	<b>N/A</b>
<b>Reports to:</b>	<b>COO, Dotted line Head Cricket Education</b>	<b>Department:</b>	<b>Admin</b>

### 2. Job Dimensions:

<b>Annual Operating Budget/Project Budget: As per guidelines of approved Annual Admin. and Project Budget</b>		
Number of Staff Supervised: Direct and Indirect	Direct Reports & Total: 2 & 8	
<b>Employment and Age limit</b>		
Term : Till period of employment offered	Age limit: 58	

### 3. Role Purpose:

To administer all aspects of logistics, training, and technical administration related to Cricket , Sports Science & Education at the National Cricket Academy , ( NC A ) BCCI, Bangalore
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### 4. Key Accountabilities:

<p><b>Main job duties/responsibilities:</b></p> <ul style="list-style-type: none"><li>• Plan, organize, administer, implement and review all plans, logistics and training for all NCA training and education activities including Camps , Seminars , Conferences</li><li>• To conduct and coordinate administration for individual camps been held at NCA.</li><li>• Supervise and plan logistics for all personnel and material related to such camps , training courses and events including arrangements for Surface and Air travel</li><li>• Plan training programs in detail in coordination with COO. Head Cricket and Head Cricket Education as required</li><li>• Plan and Manage all details related to catering and hospitality management of players , administrators or other stakeholders as required</li><li>• Overall Supervise management of Capital items as well consumables</li><li>• Overall supervise the physical infrastructure of the NCA including upkeep of grounds including Housekeeping and Maintenance to required standards of excellence.</li><li>• To prepare marketing programs and content for the NCA including website and internal marketing.</li><li>• To support the development of Cricket Game Analytics as a separate vertical to support strategic decision making in using inputs from Sports Science including Strength and Conditioning, Bio Mechanics, Physiotherapy and other areas of high-performance cricket.</li><li>• To support use of Use software such as Athlete Management system, Video Analytics, GPS enabled and</li></ul>
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other wearable devices and other cricket related software to derive game related analytics which will help pinpoint areas of improvement for different facets of the game, be it individual player skills or strategy-oriented areas. Assist Head Cricket and other coaches in this area.

- Work with the Head Cricket and Chief Operating Officer, NCA on the development of online initiatives
- Help formulate an ongoing KPI system which supports relevant MIS for decision making as well as appraisal of employees in related areas of work i.e. administration- logistics, training and infrastructure management as well as game analytics.
- Plan and oversee budget requirements for training, logistics and Capex .
- To assist Physiotherapy and Strength and Conditioning Head Coaches in conducting various training initiatives to be conducted by them
- To coordinate with various State Associations and Academies in training and logistics

### Performance Measures

Regular attendance at appropriate meetings, providing sound, appropriate and useful input

#### Measurable

Quality of logistical support extended with zero complaints from various stakeholders

Quality of training administration support extended

Key Performance Indicators defined

MIS and Analytics systems setup and managed to quality standards

#### Non-Measurable

Key Internal and external stakeholder satisfaction

Subordinates feedback

### Documentation and Communication

- Use of various technology platforms to generate effective MIS as well as administration management –

## 5. Operating Environment:

Challenging working environment. The person will be working as a part of a multi-disciplinary support Team. Ensuring that the level of administration provided for logistics, training, hospitality management , and event organization such that there are zero disruption /complaints in planning and administration in the areas of logistics and training. The role encompasses a field of execution which is pan India and the events conducted by NCA require a level of excellence which must be world class and unimpeachable.

Maintaining effective lines of communication with all key stakeholders- COO NCA, Head Cricket, Head Cricket Education, S & C team, administrators at the State Academies, India team coaches, Selectors, and cricket operations administrators is a necessary and vital part of the job role.

## 6. Communication & Working Relationships:

Strong and effective communication is key to success in the role. The person appointed in this role must himself person is expected to be the main administration spoke at the NCA in all matters related to logistics, training,



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infrastructure management and management of MIS and technology.

### 7. Decision Making:

medium

### 8. Qualifications, Experience, Knowledge & Skills:

- Graduate or post graduate degree in Sports Management or MBA from a premier Business School or university (Sports or Recreational & Leisure Management etc.) or Hospitality Management Degree  
And

Others

Strong administrative and organisational skills and excellent attention to detail

Experience with database management.

Confidence to suggest and implement process improvements.

Excellent communication, interpersonal and relationship building skills.

Knowledge of cricket- rules, regulations and policies is an advantage

Ability to work effectively with a wide diversity of cultures

Must be an Indian passport holder and below 40 years of age

#### **Professional experience:**

- At least 3 years' experience in cricket administration or sports administration
- Or Experienced departmental level hospitality manager of a 5 star deluxe hotel category from a top hotel chain, with interest in sports

### 9. Competencies:

- The highest levels of integrity, discipline and motivation
- Must be an effective communicator, quick learner and a team leader.
- Must have superb people assessment skills
- A proven ability to manage and interact with people from different backgrounds and cultures
- Computer literate with excellent written and oral communication skills
- Demonstrable working proficiency of Microsoft software (Office, Word, Excel & PowerPoint)

All applicants are hereby instructed to mention the specific post in the subject of the email. For example, if you are applying for the post of NCA Strength & Conditioning Coach, your subject of the email should be "NCA Strength & Conditioning Coach".



## Job Description

Applications should be submitted to [recruitment@bcci.tv](mailto:recruitment@bcci.tv) by 20th May 2019 by 6PM IST