



West Indies Cricket Board Inc.

JOB STATEMENT MANAGER, CRICKET DEVELOPMENT

WICB VISION:	To establish the WICB as an efficient and effective governing body; to provide successful and entertaining West Indies teams; to establish WICB as a commercially viable organisation; to establish cricket as the sport of choice.
MISSION:	To manage, develop and promote cricket to the benefit and enjoyment of the West Indian people.
CORE VALUES:	Integrity; Respect; Teamwork; Diversity; Accountability; Innovation.
DEPARTMENT:	Cricket
DEPARTMENT PURPOSE:	The Cricket Department is responsible for all cricket operations and cricket development activities. These include activities relating to the High Performance Centre and Territorial Academies; talent identification programmes, playing conditions, executing the administrative, logistical and operational aspects of all regional tournaments, home & away international series and the team to best practise standards and in accordance with regional and international governing codes and rules.
REPORTS TO:	Director, Cricket
JOB PURPOSE:	Responsible for the strategic planning, execution and management of core development programmes through a single integrated and effective delivery network across territories in line with the goals and objectives of the WICB's strategy for cricket.

JOB DESCRIPTION – P3 Classification

Positions in this category may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

CORE ACCOUNTABILITY	CORE DUTIES & RESPONSIBILITIES
Strategic & Operational Planning	<ul style="list-style-type: none"> • Manage the development and implementation of strategic and operational plans for WICB Development Programmes in line with strategic objectives. • Set and monitor milestones and other key performance indicators (KPIs) in line with strategic objectives. • Support the Director, Cricket in all WICB development programme initiatives and lead other development related projects as necessary. • Work with and across all WICB departments/units – particularly the HPC, Finance, Commercial and Media & Communications – to ensure the best delivery of WICB development programmes. • Prepare and manage annual Cricket Development budget. • Regularly review operating results against agreed targets and objectives. E.g. Performance vs. Budget including variances to budget and provide reports to the Director, Cricket. • Investigate trends, deviations and lead the development of appropriate action plans. • Direct the cricket development department personnel in the execution, monitoring and control of the daily operation of the Cricket development function to agreed service standards and SOPs etc.
Talent Identification	<ul style="list-style-type: none"> • Work with Regional Coaches to conduct regular talent scouting exercises to identify potential talent and produce appropriate reports for submission to the Director, Cricket. • Develop, manage and monitor age group appropriate talent identification programmes, including the deployment of quality coaches and the selection of the best players into Academy and training squads. • Work with Selectors to monitor the development of talented players from all WICB regional cricket competitions. • Develop, implement and maintain a skills database and matrix that plots and tracks talented players.
Talent Development	<ul style="list-style-type: none"> • Develop and implement comprehensive training and coaching programs for High Performance squads (Under 15, Under 17, Under 19 and “A” Teams). • Manage the implementation of cricket development programmes through Coaches & Territorial Development Officers to ensure that comprehensive, relevant and results focussed development strategies are successfully implemented throughout Territories. • Develop and implement specialist coaching skills programmes e.g. bowling, batting. • Implement the integration of IT systems that aid cricket development throughout the region. • Continuously monitor and evaluate Cricket Development programmes to ensure continued relevance to the WICB’s strategic plan. • Manage the implementation and advancement of all coaching programmes, Kiddy Cricket Programme and

	<p>Grass Roots programme through Cricket department development personnel.</p> <ul style="list-style-type: none"> • Work closely with the HPC Coaches to ensure that appropriate programs are employed to improve cricketing potential in the region. • Work with Regional Coaches and the HPC to implement programmes for the development of all elite players. • Responsible for the development of strategies and tactical initiatives to strengthen and promote regional women’s cricket to encompass regional and international competitions. • Responsible for advancing the programme for the development of Umpires and Referees of good standing in the region with the objective of transitioning them for appointments in the international arena.
Talent Management	<ul style="list-style-type: none"> • Work closely with Team Coaches to ensure regular performance evaluations are carried out for players. • Work with internal and external personnel to develop viable career pathways for players during and post cricket playing career.
Leadership and Management (people & processes)	<ul style="list-style-type: none"> • Be a Leader – setting a good example for the team with regard to demonstrating professional conduct and positive attitude on the job, adherence to WICB values and policies & procedures. • Contribute to creating and maintaining a dynamic culture and positive work environment in which fair and equitable treatment, pursuit of excellence and employee engagement thrives on personal and professional development and employee wellbeing is supported. • Manage team’s daily performance using clear, fair, honest communication, praise, coaching and discipline. • Ensure that standards, policies and procedures are consistently adhered to by all team members. • Prepare clear, accurate and timely documentation – task sheets, work schedules, inventories, discipline forms, training, records, events diaries, etc. • Develop and document all relevant policies, procedures, standards and codes relevant to the effective operation of the Department. Regularly review and amend all documentation to ensure accuracy and relevance. • Attend meetings and hold daily briefings and monthly departmental meetings. Communicate effectively and regularly with team to ensure that they are properly informed of developments across the Department and WICB and are aware of business objectives and that their views are represented. • Establish goals and objectives for all direct reports/areas of responsibility and ensures team members receive regular feedback to support and motivate them to achieve their performance objectives. • Work with Human Resources to plan the staffing of the Department with the correct talent for the proper execution of the strategy and operations of the Department. • Guided by the department staffing guide and budget be responsible for the effective deployment of staff (e.g.

	<p>scheduling of hours, management of overtime & travel etc.) and make appropriate arrangements for operational cover in their absence to ensure daily delivery of service standards and contractual obligations.</p> <ul style="list-style-type: none"> • Play a key role in the recruiting of new employees and trainees, the delivery of orientation and training & development programmes • Train and coach team in service standards and the proper execution of their role • Work with Human Resources to plan and execute department training and record keeping. • Deliver on the job training to team – focusing on complete understanding and a high level of performance of the tasks within the Department. Complete checklists and records of training & coaching and submit to Human Resources as required. • Lead by example by driving own continuous professional development • Conduct team performance reviews according to WICB’s Performance Management policy and procedure • Celebrate successes and publicly recognise the contributions of individual employees and team – ensures reward and recognition is taking place across department informally and formally using the WICB’s employee recognition programmes • Actions progressive discipline procedures for areas of responsibility ensuring disciplinary procedures and documentation are completed according to WICB policies and procedures, the Collective Agreement and Antigua & Barbuda Labour Laws
Work Ethic	<ul style="list-style-type: none"> • Report for duty punctually ready to work, in appropriate professional wear, ensuring correct personal presentation for business/work. • Consistently demonstrate the WICB values at all times. • Carry out any reasonable requests made by direct manager in a timely manner. • Commit to the achievement of performance objectives and the completion of tasks by accepting reasonable overtime and being flexible with regard to the scheduling of work hours to enable the proper execution of this role. • Be proactive, ask questions to ensure understanding of duties & responsibilities and be accountable for the proper execution of accountabilities and tasks to the required standard. • Attend and complete WICB organised formal training sessions and programmes as and when required. • Participate in informal learning and development opportunities e.g. cross training and work shadowing. • Lead (where appropriate), attend and participate in WICB and departmental briefings, meetings and other internal communication updates

RELATIONSHIPS/INTERACTIONS:	
External	Internal
Suppliers ICC and Member Boards External service agencies WICB sponsors and clients WIPA	WICB Staff WICB Cricket Committee WICB Umpire's and Referees Committee WICB Medical Panel WICB Selection Committee WICB Disciplinary Committee Territorial Boards Board of Directors WICB Regional Coaches Players

Special Feature(s) of the Job	<p>Whilst every effort has been made to explain the main duties and responsibilities of this role, the dynamic and fluid nature of the business of the WICB and the Sports Management Industry may give rise to the need for new and critical duties and /or projects and flexibility with regard to scheduling hours of work. Therefore employees will be expected to comply with any reasonable request from the WICB management team, including ad hoc projects and undertake work of a similar level that is not specified in the Job Statement.</p> <ul style="list-style-type: none"> a) With notice, may be required to work extended hours at specific periods in the Cricket Series/Tournament calendar). b) Frequent regional and international travel is a critical aspect of this role. c) The Director of Cricket role is based at the WICB offices in Antigua.
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ROLE / PERSON SPECIFICATION

Academic/Professional Qualifications

- Bachelor's Degree in sports management, business management or business administration.
- Coaching Accreditation would be an asset.

Practical Experience

- Minimum 5 years working experience in sports or cricket development.
- OR 10 years experience in Sports Management working with Elite Athletes.

Technical Knowledge/Skills/Competency:

- Fully skilled/competent
 - Strong leadership and management skills.
 - Strong verbal and written communication skills.
 - Highly competent strategic and operational planner.
 - Good knowledge and ability to read financial statements, manage budgets etc.
 - Strong planning, organisation and execution skills.
 - Outstanding guest/customer relations and service skills.
 - Project Management skills.
 - Networking & influencing skills.
 - Strong analytical and creative problem solving skills.
 - IT Skills: Microsoft Office Suite (Word, Excel, PowerPoint) and Coaching Software e.g. Silicon Coach, Sports Code.

Technical Knowledge/Skills/Competency cont:

- Broad understanding of the Sports Management Business.
- An affinity and detailed knowledge of Cricket – the game and the development function
- Continuously keeps up to date on current Cricketing and Sports Management developments

Level of Supervision & Decision Making Authority

- Managed by results, achievement of objectives.
- Has the full authority to act within the scope of the job role. Authority to decide what to do and how to do it given the organisational resources

Supervisory Responsibility & Authority

- Manage all staff within the department and external third party supplier relationships.
- Authorised to assign and review work.
- Schedule work hours, authorise overtime and vacation.
- Review the performance and carry out performance evaluations of all staff in department.
- Authorised to recommend promotions for all staff in department.
- Discipline staff in the department up to written warning and in accordance with the Collective Agreement & Labour Code of Antigua & Barbuda. Make recommendations for further disciplinary action.
- Play a key role in the recruitment of staff for the department.

Budgetary Responsibility

- Responsible for preparing and monitoring budget within the scope of the role.
- Purchasing and Requisition supplies obtaining the authorized signatures.

NOTE

This document reflects the job at the time of writing and will be subject to amendment in the light of changing national and international regulations, operational and/or environmental needs. Any such changes will be discussed with the job holder and the Job Statement amended accordingly.

A signed copy of the Job Statement will be held on the employee's personnel file and a copy will also be given to the employee.

EMPLOYEE STATEMENT

I have read and fully understand and accept all the contents listed in this Job Profile.

Manager's Signature _____ Date _____

Employee's Signature _____ Date _____