

## Position Description

Position:	<b>Paralympic Program Manager</b>
Location:	Athletics House Level 2, 31 Aughtie Drive Albert Park VIC 3206
Basis:	Full Time
Department:	High Performance
Reporting relationships:	The role reports to the Head of High Performance Systems
Internal relationship:	All AA staff
Approved by:	Chief Executive Officer
Date approved:	October 2018



## Position Summary

The **Paralympic Program Manager** will lead the Athletics Australia Paralympic Program providing direction and coordination of the athletes and coaches, and play the pivotal role in the development and implementation of strategies to achieve sustainable success for Australian para-athletics. This position, within the High Performance department, must work in close collaboration with the National Institute Network (NIN) and the Australian Paralympic Committee (APC).

This management role requires leadership and an understanding of the needs of the elite athletes and is responsible for the delivery of Athletics Australia's Para-Athletics High Performance Program through effective planning and coordination. The overall aim of the program is to deliver sustainable success at the Paralympic Games and World Championships.

## Athletics Australia

Athletics Australia (AA) is the national governing body for the sport of athletics in Australia. Our vision is to create One Sport with well-supported, seamlessly connected competitions, programs and events delivering athletic activities to all Australians and this is underpinned by our organisational values of:

- Inclusion
- Integrity
- Innovation
- Excellence

## KEY RESPONSIBILITIES

- Provide direction and leadership to the AA High Performance para-athletics program through delivery of the para-athletics component of the High Performance strategic plan, with particular focus on sustainable success and program innovation to ensure Australia remains a top 5 nation at the Paralympic Games and World Championships.
- Ensure all NASS para-athletes have in place the most appropriate daily training environment available for them to produce performance results. Effective communication with athletes and their coaches is essential.
- Ensure the delivery of a coordinated high performance program through effective communication, coaching direction, leadership and organisation/coordination.
- On a day-to-day basis, direct, build and actively manage relationships with AA's stakeholders, including: staff, athletes, coaches, APC staff, AIS staff, the NIN network and Member Associations on behalf of AA.

- Monitor and evaluate all coaching staff performance on an ongoing basis and adjust plans as required to ensure performance targets, accountability and reporting requirements are met.
- Assist the Team Operations Manager to draft the selection criteria for the various representative teams in accordance with the AA HP strategic plan.
- Develop and manage the areas of classification and talent identification for para-athletics, working with the APC, Member Associations and other stakeholders as required.
- Manage the involvement and alignment of para-athletics High Performance programs with the partner programs run through stakeholders such as NIN, the APC and state sporting organisations.
- Ensure the accountability and reporting requirements of the Athletics Australia Board and CEO are met, including the setting and monitoring of budgets, and the preparation of required documentation, reports and submissions.
- Participate in the delivery of Athletics Australia's overall High Performance program by - assisting with elite coach education, dissemination of sports science and sports medicine research findings to the network, and the conduct and running of International camps and tours.

#### **DECISION MAKING**

- Responsible for operational decisions in relation to the High Performance para-athletics delivery.
- Implement strategic decisions in consultation with the Head of High Performance Systems.
- People Management (Essential).
- Budget management responsibility with full program budget accountability (Essential).

#### **WORKPLACE HEALTH & SAFETY**

These responsibilities should be read in conjunction with the Organisation's Workplace Health & Safety policy and procedures:

- All employees should understand Workplace, Health and Safety (WH&S) principles and comply with the organisation's WH&S system;
- All employees should adopt safe work practices that comply with WH&S requirements and must not willfully place at risk the health & safety of any person in the workplace;
- All employees should participate in relevant WH&S meetings, training and other activities; and
- All employees must wear personal protective equipment as required.

## **SELECTION CRITERIA**

### **Qualifications and Experience**

- Relevant tertiary qualifications in sports administration, sports science or coaching.
- Experience in leading people towards high performance objectives through clear communication of individual and team performance planning.
- Demonstrated ability to integrate sports science and sports medicine to assist athlete development and performance improvement.
- Experience in managing programs, projects that involve both internal and external stakeholders.
- A thorough understanding of the performance culture, standards and demands on athletes and coaches that form part of a successful high performance program.
- Demonstrated experience in working in the pressurised, tight deadline environment of high performance sport.

### **Knowledge and Skills**

- Strong leadership, managerial, organisational and strategic planning ability.
- Strong oral and written communication skills and proven ability to work with a complex and diverse group of stakeholders.
- Excellent interpersonal skills with the ability to form effective working relationships with a broad group of people and personalities.
- Sound financial and administrative skills, including an awareness of Government budgeting and accounting requirements.
- Strong understanding of the structure and dynamics of Australian sport, including the interrelationships at state and national level.
- A knowledge of the factors affecting Australia's competitiveness internationally and also knowledge of trends in international level track and field (desirable).

### **Personal Attributes**

- Values driven leader with empathy for coaches and athletes.
- A leader capable of displaying strong leadership in all situations.
- Team oriented and inclusive.
- Ability to work under pressure and meet tight deadlines.
- Commitment and drive for international success.
- Thorough and high level work practices.
- Intermediate/Advanced knowledge of MS Office and other sport specific computer programs.
- Working with Children's check, Drivers Licence, First Aid Certificate & Current CPR.
- A commitment to Athletics Australia's Integrity requirements for HP staff.
- Australian citizenship, or have permanent residency status, or a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.

- Acknowledgement that some work out-of-hours will be required along with overseas travel to major competitions and interstate travel on a regular basis as part of managing relationships.

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Employee's Initials

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Employer's Initials