**POSITION DESCRIPTION**

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| Revision Date: | **18.01.18** |
| Prepared by: | **Dave Crosbee** |

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| **Position Title:** | **Shooting Performance Support Manager** |

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| **Program/Dept.:** | VIS Performance Team | **Reports to:** | VIS Performance Manager (Podium) |
| **Functional Budget** |  | **Takes Technical Direction From:** | Shooting Australia (SA) General Manager, High Performance |
| **Location/s:** | VIS/SASI and various training/competition venues domestically & overseas. | | |
| **Employment Status:** | Full time – Fixed term contract  Due to the nature of the role work outside of normal business hours including evenings, weekends, and public holidays, will be part of the “normal” working week. | | |

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| **Primary Purpose of Position** |
| The Performance Support Manager will be responsible for ensuring the effective integration of performance support in to the daily training environments of nationally targeted athletes (i.e. ‘Aiming4Gold’ (A4G) Squad), primarily through (but not limited to) SA’s new National Centres of Excellence (NCE) for Pistol and Shotgun in Melbourne, and Rifle in Adelaide.  Key tasks for the Performance Support Manager will be to support the development and maintenance of individual performance plans for A4G Squad athletes, and coordinate the provision of performance support staff/services in response to needs and/or opportunities identified through the planning process. The Performance Support Manager will also be responsible for monitoring and managing the impact of performance support staff/services through the establishment and ongoing development of SA’s athlete management system (AMS).  In addition, the Performance Support Manager will contribute significantly to the planning and delivery of performance support staff/services to SA’s National Teams when preparing for and competing in benchmark events such as the Commonwealth Games, World Championships and Olympic and Paralympic Games. The Performance Support Manager will also be required to travel domestically and internationally with junior and senior National Teams.  Based in Melbourne, the Performance Support Manager will work closely with SA’s National Coaches and provide leadership to performance support staff from across the NIN, in particular from the Victorian Institute of Sport (VIS) and South Australian Sports Institute (SASI). |

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| **Responsibilities and Measures** | |
| **Task** | **Measures and Outcomes** |
| **National Centers of Excellence (NCE) and National Institute Network (NIN)** | |
| 1. Be the primary contact and conduit between SA and the NIN in relation to athlete planning and the provision of performance support. | * Strong partner relationships as evidenced by formal and informal feedback. |
| 1. Manage the effective non-technical delivery of HP daily training environments for SA’s A4G athletes through the NCEs for Pistol and Shotgun (Melbourne), for Rifle (Adelaide). This will include:    1. Working closely with National Coaches to develop calendars and annual performance/operational plans for SA’s NCEs;    2. Developing and managing NCE resource allocation and expenditure in line with approved annual budgets;    3. Facilitating conversations between athletes, coaches and performance staff and documenting key actions/outcomes in the form of individual performance plans (IPP);    4. Convening regular review meetings against athletes’ IPPs with athletes, coaching and performance support staff; and    5. Reporting on the progress of A4G athletes against their IPPs to the GM, HP and other staff and stakeholders as required; | * Program plans/ calendars and operational plans in place and readily available. * Budgets in place, monitored and on target * All athletes have an IPP in place, which is reviewed a minimum of 2 x per year. * Scheduled athlete/program meetings in place, recorded and relevant actions/ minutes distributed. * Relevant reports prepared and distributed |
| 1. Work closely with the Para-Shooting National Coach to ensure that SA’s Para-Shooting A4G athletes are engaging regularly with and accessing appropriate support through their ‘home’ state institutes or academies of sport (SIS/SAS). | * All athletes have an IPP in place, which is reviewed a minimum of 2 x per year. * Agreed support plans in place for each athlete. |
| **Monitoring and Measuring Progress/Performance** | |
| 1. Manage the development and implementation of a revised AMS for Shooting and ensure that all A4G athletes are engaging in its use as determined by SA | * All Staff and athletes inputting agreed data * AMS utilized at program/ athlete meetings to facilitate decision making |
| 1. Collect and analyse data relating to the performances of Australian athletes in both domestic and international competition and provide this data to GM, HP to underpin:    1. Conversations with National Coaches regarding the progress of athletes against their IPPs;    2. The categorization of SA’s athletes against Australia’s Winning Edge athlete categories;    3. Allocation of direct athlete funding from both SA and the Australian Institute of Sport (AIS);    4. Selection of athletes to SA’s A4G Squad(s) and National Teams, etc. | * Relevant, requested data available and distributed. |
| **HP Program Planning and Management** | |
| 1. Provide day-to-day support to the GM, HP and National Coaches and HP Coordinator | * Ongoing operational support in place as requested. |
| 1. Develop, monitor and regularly review/revise a range of policies related to the effective operation of SA’s HP Program including the A4G Squad(s) and National Teams, particularly as it relates to performance support. | * Policies developed, distributed and implemented. |
| 1. Assist the GM, HP with the preparation of information for reporting and other documentation required by HP stakeholder organisations including the AIS, AOC, APC and CGA | * Agreed documentation and reports compiled and distributed in agreed timeframes. |
| 1. Take up responsibility for tasks and activities that are normally the responsibility of the GM, HP when the GM, HP is unavailable | * Tasks completed as requested. |
| **Other Duties** | |
| 1. Be an active member of SA’s high performance leadership team and contribute to the ongoing development of a world-class performance culture for SA and its athletes | * Contribute and support SA high performance leadership team discussions and initiatives. |
| 1. Maintain strong relationships through regular and effective communication with a variety of HP stakeholder organisations and the Shooting community at large | * Strong partner relationships as evidenced by formal and informal feedback. |
| 1. Where appropriate and required, establish links with other world-class programs, coaches and/or people with specific expertise in high performance sport | * Establishment of links and relationships |
| **General Performance Indicators** | |
| Performance-focused approach to planning and delivering SA’s National Centers of Excellence and daily performance environments including effective management of performance support and program budget(s | |
| Effective relationships developed and maintained with the National Institute Network | |
| Efficient and effective operational management of SA’s HP Program, policies and activities | |
| Demonstrated behaviors consistent with SA’s culture - L.U.C.I.E | |
| Strong positive relationships with a broad range of key stakeholders within and around SA’s HP Program. | |

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| **Relationships** | |
| **With** | **Purpose** |
| VIS Performance Manager (Podium) | Reports Directly to. |
| Shooting Australia General Manager, High Performance | Takes Technical direction from and reports to. |
| SA coaching and administration staff. | Liaises with. |
| VIS administration staff. | Liaises with. |
| Service Providers | Assist smooth delivery of support services |
| National Federation, Shooting Australia (SA). | Liaises with and keep informed. |

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| **Personal Qualities** |
| **Essential** |
| * First-class communication skills with athletes, coaches and clinical service providers and other external stakeholders; * Willingness to align with and lead SA’s culture – L.U.C.I.E (Leadership, Unity, Courage, Integrity and Excellence); * A highly driven, dynamic, and energetic individual; * Excellent people sense and ability to lead, motivate, and inspire; * A strong work ethic and attention to detail; * A confident, passionate person with the skills to challenge the status quo and lead change |

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| **Qualifications** |
| **Essential** |
| Tertiary qualification in Sports Management and/or demonstrated high-level organizational and/or project management skills |
| Current First Aid Certificate |
| Valid Working with Children Check (or relevant background check for international personnel) |
| Current Driver’s Licence |

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| **Experience and Skills** |
| **Essential** |
| First class written and oral communication skills |
| Demonstrated experience in the planning and delivery of a world class daily performance environment |
| Demonstrated experience in working successfully with the National Institute Network to create positive results and mutually beneficial outcomes. |
| Experience working with athletes, coaches and support personnel in HP environments at national and/or international levels; |
| Ability to use contemporary information and communication technologies to enhance the delivery, monitoring and evaluation of SA’s HP Program(s |
| Knowledge of Shooting and the Australia HP sport system |

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| **Program Assets** |
| Refer to Appendix One for a list of all SA, SASI & VIS-owned equipment/assets that are provided with this position. The employee will have responsibility for all these program assets. |

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| **Review period:** |  |

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| **Next review date:** |  |