



# POSITION DESCRIPTION

Revision Date: Dec 2020

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<b>Position Title:</b>	<b>Performance Analyst - Para Table Tennis &amp; Paralympic projects.</b>
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<b>Program/Dept:</b>	VIS Sports Science /Physical Preparation	<b>Reports to:</b>	Lead Performance Analyst (Paralympic)
<b>Functional Budget</b>	N/A	<b>Direct Reports:</b>	N/A
<b>Primary Location/s:</b>	Victorian Institute of Sport, Paralympics Australia Tullamarine and various venues as required		
<b>Employment Status:</b>	Part Time - up to 0.6FTE (4 year contract subject to funding)		

<b>Primary Purpose of Position</b>
<p>This Performance Analyst position is responsible for providing comprehensive match analysis and technical support to the Paralympic Table Tennis program and other Paralympics Australia projects. The position is primarily aimed at achieving the following goals:</p> <ul style="list-style-type: none"> <li>a) Supporting Paralympic Table Tennis athletes to improve their sporting performances</li> <li>b) Supporting Paralympic Table Tennis Coaches to achieve their program KPI's</li> <li>c) Work with Paralympics Australia sports science and medicine staff to provide an inter-disciplinary approach to making a performance impact</li> </ul>

<b>Responsibilities and Measures</b>	
<b>Task</b>	<b>Measures and Outcomes</b>
1. Deliver comprehensive performance analysis support to the Paralympic Table Tennis program, including at various international tournaments and training camps and Paralympics Australia identified projects.	Feedback from Paralympic Head Coach, Lead Performance Analyst and Paralympics Australia Innovation Lead. Measurement through the athletes reaching their KPIs.
2. Ensuring all services are provided within an ethical framework and are based on sound evidence based scientific principles	Benchmarking with external experts as well as feedback from coaches and other members of staff and through relevant literature.
3. Establishing, designing, implementing, interpreting, and reporting on applied sport science test procedures in consultation with sport scientists, coaches and athletes	Programs designed, implemented and results reported back on agreed timelines

4. Contributing to and co-ordinating various Paralympic projects, in collaboration with other VIS & Paralympics Australia sport science personnel, athlete service providers, external consultants, and Sports Institutes/Academies within Australia	Feedback and acknowledgement from VIS, Para Table Tennis and Paralympics Australia Managers
5. Provide technical direction and mentorship to trainees to assist in the delivery of PA services.	Feedback from Lead Performance Analyst.
6. Ensuring Paralympic Australian athletes and coaches are provided with appropriate and cutting-edge sport science as an integrated part of their personal performance plan	Improvements in the quality and level of sport science being conducted resulting in a performance impact in Paralympic Table Tennis programs measured by analysis and benchmarking with external experts
7. Contributing to athlete and coach education via presentations in workshops, journal club and seminars	Feedback from athletes and sport coaches regarding the effectiveness of sport science programs; number of presentations
8. Representing the Sport Science team in multi-disciplinary forums	Ability to work within a team environment and to relate harmoniously with athletes, coaches and staff; feedback from coaches and athletes
9. Ensuring a safe workplace through staff compliance with all VIS OH&S policies and procedures	Feedback from key support staff and number of reported incidents/near misses

General Performance Indicators	
Ability to work within a team environment and to relate harmoniously with athletes, coaches and staff on a daily basis	
Effective relationships between sport science, physical preparation, performance lifestyle and nutrition programs	
Relationships	
With	Purpose
Reports to the Lead Performance Analyst	Provide information on the Performance Analysis support program to the Para Table Tennis program
Para Table Tennis Head Coach	Plan, design and deliver performance support
Paralympic Innovation Lead	Integration with key staff on Paralympics Australia sport science projects
VIS and Paralympics Australia Service Providers	Integrated approach to performance impact and best practice
Liaison with Physical Preparation, Athlete Career & Education & Nutrition colleagues	Integrated multi-disciplinary service delivery & cooperation. Ensure targets are being met and optimal performance achieved.

Core Competencies* & Personal Qualities			
Essential			
Competencies			Qualities
Time Management	Interaction	Job Skill/Knowledge	Passion for sporting achievement
Decision Making	Communication	Planning	Personal commitment to excellence
Innovation	Flexibility	Attention to Detail	Contribution to high performance culture
Collaboration	Athlete Welfare		
Desirable			
Competencies			Qualities
Vision			Daring to challenge the status quo

Qualifications
Essential
Sport Science degree
Current Drivers Licence
Current Victorian Working with Children Check (must be in place before employment commences)
Current First Aid
ESSA Accredited Sports Scientist Lv1
Desirable
Post Graduate Sport Science degree
ESSA Accredited Sports Scientist Lv2

Experience and Skills
Essential
At least 2years experience working as a performance analyst
Demonstrated experience in match analysis (using Sports Code) and other technology platforms (such as Dartfish, Silicon Coach etc) to have a positive impact on performance.
Demonstrated ability to work within a team as well as the ability to work independently. Possess a high level of personal initiative and autonomy
Proven experience of working within an integrated/multi-disciplinary program environment
Demonstrated ability to communicate with coaches and athletes in a way that converts complex sport science principles and techniques into sports language
Proven personal and professional skills related to dealing with athletes from widely diverse age groups and sports
Demonstrated knowledge and the advanced use of Microsoft Office software such as Excel, Word and Access.
Be hands-on and multi task in the role; an ability to move effectively between strategic & operational levels
Desirable

Competence in sport science research methodology and appropriate statistical techniques
Competence in data science and experience with programming languages (such as R, Python etc) to analyse and display data to influence performance decisions
Experience with public speaking and development and delivery of coach/athlete education programs
Excellent understanding of the principles of sports physiology, biomechanics, coaching, performance analysis, strength and conditioning for sport, sport psychology and sports nutrition
Ability to contribute to the development of the VIS high performance culture and environment

Memberships and Associations
NIL
Additional Requirements
Australian citizen or currently eligible to work in Australia

## JOB DESCRIPTION - CORE COMPETENCIES

No	Competence	Description
1	<b>Innovation</b>	Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo
2	<b>Collaboration</b>	Has a complete understanding of their role within their own and associated organisations; effectively collaborates within and outside the organisation to achieve common goals
3	<b>Interaction</b>	Demonstrates exceptional ability to achieve results through effectively working with others; always sensitive and responsive to the needs and views of others; excellent at establishing goodwill and win-win relations
4	<b>Communication</b>	Extremely efficient in the clear expression of both written and verbal communication; always able to structure ideas in an articulate manner and adapt the message to the audience; ensures that the message is understood
5	<b>Flexibility</b>	Complete understanding of how to manage change and help others through the transition; adapts personal style to the individual and the demands of the situation
6	<b>Athlete Welfare</b>	Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible
7	<b>Job Skill/ Knowledge</b>	Always displays a complete and extremely high level of knowledge and skills specific to all areas of responsibility and tasks of their position
8	<b>Planning</b>	Demonstrates sound project planning, management and scheduling skills; always prioritises work and understands project details; always able to assess, evaluate and select the required resources
9	<b>Attention to Detail</b>	Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised
10	<b>Time Management</b>	Extremely good at prioritising time and resources in maximising effectiveness; constantly looking for indications that resources and time are not being used to best advantage; deadlines are always met

## **ORGANISATION DESCRIPTION**

### **Background**

The Victorian Institute of Sport (VIS) provides high performance sports programs for talented athletes, enabling them to achieve national and international success.

Established by the Victorian Government in 1990, the VIS currently supports 260 athletes on scholarship across 32 sports and disciplines including able-bodied athletes and Para athletes. The VIS is a non-residential Institute.

From the inception of the VIS to the Rio Olympic Games in 2016, 32 VIS athletes have become Olympic champions and 39 have won Paralympic gold. The VIS contribution to the national Olympic and Paralympic medal tally is always a significant one. VIS athletes have also achieved international success in non-Olympic sports such as netball, squash and golf.

The VIS is one of a comprehensive network of Institutes and Academies of Sport (NIN) throughout Australia and has a close relationship with the Australian Institute of Sport and the other State-based Institutes. The organisation works closely with sporting organisations, schools and universities, and private clinics and practitioners, ensuring that athletes receive optimal benefits.

The VIS moved into its own purpose built premises at Lakeside Stadium, Albert Park in December 2011 with state of the art facilities, equipment and latest technologies to train and prepare athletes to perform on the world stage. The premises include office space, sport science labs and sports medicine facilities, a large gymnasium, a four-lane 25-metre swimming pool and recovery area.

The Victorian Institute of Sport Limited is a private trustee company, limited by guarantee, which receives support from both government and corporate sectors. The State Government provides funding through Sport and Recreation Victoria and the Commonwealth Government provides funding through the AIS and National Sporting Organisations. More than 15 corporate sponsors also support the VIS.

In 2017/18, the organisation's budget was approximately \$9 million. Approximately 80 (50 FTE) staff, casuals and consultants are part of the organisation.

### **Key Functions**

The aim of the Victorian Institute of Sport is to assist the talented athletes of Victoria to achieve at the highest levels of sports performance, while also providing support with their personal skills, education, career management and employment opportunities. The basic philosophy of the VIS is embodied in its motto "Success in Sport and Life". Athletes are encouraged to develop their life skills, education and career prospects along with their sport.

VIS athletes receive advanced, specialised coaching from coaches of international standing. As well as contributing their own technical and tactical expertise, they coordinate the delivery of other services to the athletes as follows:

- Sport science (fitness assessment, training & competition monitoring, technique analysis, nutrition, psychological counselling)
- Sports medicine (injury and illness prevention, treatment and rehabilitation including massage, physiotherapy, podiatry and nutrition)
- Performance Lifestyle (personal development, education, career management and employment opportunities)
- Training and competition (access to training facilities, travel, competition and accommodation support)
- Physical preparation

Programs are conducted in partnership with National and State Sporting Organisations and are based on AIS categorisations.

AIS sport categorisation identifies those sports most likely to contribute to Australia's high level performance targets at benchmark events. This framework establishes a 'priority order' of sports and guides the delivery of VIS resources to sports in support of these targets.

AIS athlete categorisation identifies the athletes with the greatest potential to contribute to Australia's high performance targets. Athlete categorisation informs the prioritisation of VIS support to athletes in relation to these targets.

The VIS awards scholarships to talented athletes on an annual basis. There are three scholarship "programs" available:

1. Tier 1 sports programs at the VIS have tenure with the VIS and are coordinated by a full time coach or program manager. The current list of Tier 1 programs includes Aerial Skiing, Athletics, Cycling, Diving, Golf, Hockey, Netball, Rowing, Sailing, Shooting and Swimming.
2. Individual Athlete scholarships are for athletes in sports which do not have a Tier 1 program.
3. Future Talent scholarships are for talented athletes who show outstanding potential for future success but are not yet eligible for a full VIS scholarship due to their age or selection criteria restrictions; once identified they are provided with VIS support services to "fast track" their development. The athletes span Tier 1 and non-Tier 1 sports.

## **VIS Governance**

The Board incorporates a range of experience in sport, science, media and business.

Ms Nataly Matijevic	Chairman, Member of Performance and Finance Committee
Mr Greg Lee	Chairman of Finance Committee
Ms Amelia Lynch	Member of Finance Committee
Ms Tina De Young	Member of Performance Committee and Finance Committee
Ms Lisa Alexander	Member of Performance Committee & Finance Committee
Ms Shelley Ware	Member of Performance Committee & Finance Committee
Prof David Bishop	Chairman of Performance Committee & Member of Finance Committee

The Chief Executive Officer is Anne Marie Harrison who was appointed in August 2006.

More information on the organisation can be found at <http://www.vis.org.au>

# VIS ORGANISATIONAL CHART (December 2020)

