

## POSITION DESCRIPTION

<b>Job Title:</b>	VIS Athletics Performance Advisor
<b>Sport:</b>	Athletics
<b>Team/ Department:</b>	Performance
<b>Location:</b>	VIS, Albert Park plus travel to major event & training locations
<b>Reports to:</b>	VIS Performance Manager (Podium)
<b>Date of Effect:</b>	15/09/2021- Full time 3 year contract – refer to Enterprise Agreement for terms and conditions

<b>Environment</b>	The VIS and Athletics Australia partnership supports the key Medal & Emerging Stream athletes within Victoria.
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<b>Primary Job Purpose</b>	<p>The VIS Athletics Performance Advisor will form effective relationships to lead and support local National Athletes Support Structure (NASS) athletes, provide coaching leadership at the State level, maintain effective day-to-day coordination of the NASS program within the VIS and support delivery of the local Pathway program.</p> <p>The position will manage the VIS Athletics program, ensuring all local program and facility requirements are met. As appropriate, the role may also lead a National Event Group, facilitating technical and performance leadership throughout the High Performance program.</p> <p>Whilst directly reporting to the VIS Performance Manager (Podium), the role also takes strategic and technical direction from the Athletics Australia (AA) General Manager – High Performance and Director of Performance Coaching.</p>
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive an Athletics performance culture within the categorized athletes and the VIS focused on the delivery of the Athletics Australia HP outcomes</li> <li>• Ensure the financial and administrative aspects of the VIS Athletics Performance Program, including developing and monitoring of the annual Program Budget and Operational Plan, athlete funding and equipment purchasing.</li> <li>• Lead the VIS Performance Team, NASS Meetings, VIS Services for athletes and “Performance Team” meetings.</li> <li>• Lead formal meetings with the athlete, their personal coach and their key performance team members (e.g. physiotherapist, S&amp;C, sports psychologist) at least twice per year to agree an on three gap to podium priorities, which will drive all coaching, and athlete decisions to achieve performance outcomes.</li> <li>• Establish close relationships with athletes and coaches to enable understanding and advice for the athlete and coach (and broader support</li> </ul>

	<p>team) regarding their current training status, technical and tactical strengths and weaknesses, medium and long term training and competition plans.</p> <ul style="list-style-type: none"> <li>• Seek input and advice from the various Event Group Leads regarding the DTE and Gap to Podium focus for each athlete both during the formal review process and through the establishment of close relationships and regular communication with these leads.</li> <li>• Oversee and facilitate the use of sports science and sports medicine to maximize training availability and enhance performance aligned with the athlete performance plan and three (3) Gap to Podium Priorities.</li> <li>• Work with the coach and athlete to establish drive a performance focused Daily Training Environment based on closing the three (3) established Gap to Podium Priorities.</li> <li>• Provide AA HP, AV and VIS staff with regular updates on Victorian athletes and coaches.</li> <li>• Provide Victorian based DTE input into NASS selection meetings</li> <li>• Support the Victorian High Performance and Pathway Coordinator's management and leadership of the State Pathway Program through the input of coaching knowledge and expertise.</li> <li>• As appropriate and when available provide leadership to the Victorian Pathway Program.</li> <li>• Provide input and recommendations to AA's Athlete Pathway Manager and High Performance and Pathway Coordinator for the further development of the national Pathway program.</li> <li>• Attend local, state and national athletic competitions as required and keep up to date with relevant athlete performances and rankings at local, state, national and international levels.</li> </ul> <p>AA High Performance and/or National Event Group Leadership (if required)</p> <ul style="list-style-type: none"> <li>• Leadership of event group technical coaching model, and performance servicing.</li> <li>• Leadership and coordination of State Performance Advisors nationally</li> <li>• Planning and leadership, including responsibility of operational budget (as allocated) for event group camps for NASS athletes and coaches.</li> <li>• Through regular communication with other event group coaches nationally; create a collaborative coaching environment within the event group to elicit optimal input from all.</li> <li>• Lead professional development and HP coaching education for state based coaches, focusing on the coaches of NASS athletes.</li> <li>• Promote and commit to a high-performance culture promoting AA's vision, values and Team Coach success profile and ensure compliance with all of AA's ethics and integrity policies.</li> <li>• Fulfil the duties of a National Team Coach (as agreed and appointed) whilst attending planned competitions with athletes and/or update Team Leader on assigned athletes' plans, progress or injury.</li> <li>• Participate in AA meetings, forums, reporting requirements and activities where requested.</li> </ul>
<p><b>People Management</b></p>	<p>Yes, accountable for 1 direct report (VIS Athletics Performance Pathway Coordinator)</p>

<b>Budget Management</b>	Yes, full cost centre accountability for the VIS Athletics Program Budget
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## Job Holder Capabilities

<b>Qualifications and Experience</b>	<p><b>Required qualifications/ experience</b></p> <ul style="list-style-type: none"> <li>▪ Athletics Australia (or IAAF or IAAF Member) Accredited Coach.</li> <li>▪ Victorian Working With Children Check</li> <li>▪ Driver's license.</li> <li>▪ Successful completion and currency of Level 1 &amp; 2 Sport Integrity Australia (SIA) accreditation</li> <li>▪ Successful completion of SIA "Keep Sport Honest" Anti-match fixing education components</li> <li>▪ In good standing with Athletics Australia, its Member Association and program partners.</li> <li>▪ Demonstrated knowledge and experience working within an integrated athletics high performance system involving multiple performance services.</li> <li>▪ High-level planning knowledge, design and implementation that demonstrates an advanced applied understanding for the physical, technical, tactical and psychological considerations for elite athletics performance.</li> <li>▪ Excellent interpersonal and communication skills with an ability to establish good relationships to work with a diverse group of stakeholders.</li> <li>▪ Demonstrated high quality organizational, planning and communication skills (in coaching or similar type people-based environment), with a focus on guiding, supporting and monitoring athlete performance.</li> <li>▪ Demonstrated ability to maintain stable performance under pressure or opposition (e.g. time demands, conflict, multiple responsibilities, unforeseen challenges) and handling stress in a manner that is acceptable to others.</li> <li>▪ Possesses an excellent understanding of the standards and demands on athletes and coaches within HP sport in both a domestic and international context.</li> </ul> <p><b>Desirable qualifications/ experience:</b></p> <ul style="list-style-type: none"> <li>▪ Tertiary qualifications relevant to role.</li> <li>▪ Excellent administration and financial management skills.</li> <li>▪ Experience making informed and difficult decisions, handling conflict management situations and delivering messages under pressure.</li> <li>▪ Knowledge of current event trends, competitors and performance planning strategies in an international high-performance setting across multiple event groups.</li> <li>▪ Experience in the leadership of a high performance service team.</li> <li>▪ Significant national and international coaching experience, including leading and managing a team of personal coaches.</li> </ul>
<b>Key Behaviours/ Competencies</b>	Leadership

	<p>Innovation</p> <p>Job Skill/Knowledge</p> <p>Communication</p> <p>Decision Making</p> <p>People/Development</p> <p>Collaboration</p> <p>Planning</p> <p><i>See 'Core Competencies Table' for description of individual competencies</i></p>
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• VIS Performance Manager (Podium) and Performance Director</li> <li>• AA General Manager - High Performance</li> <li>• AA Director of Performance Coaching and National Programs;</li> <li>• VIS Athletics Performance and Pathways Co-ordinator</li> <li>• CEO of Athletics Victoria</li> <li>• AA High Performance staff</li> <li>• SIS/SAS Athletics staff and coaches</li> </ul>

**Note:**

This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. PLEASE NOTE: It is your responsibility to obtain the appropriate licence.

This position is required to travel domestically and/or internationally.

This position requires/may require weekend work, or outside ordinary work hours.

**Victorian Athletics Performance Program**

Under the direction of AA, the VIS Athletics Performance Program delivers services and logistical support to AA's High Performance Program (integrated program of both Able Body and Para athletes) primarily through the NASS members and will work in partnership with AA, AV and the VIS. Support is provided to the Victorian Pathway program as a long-term athlete development model.

NASS athletes receive performance services (through the VIS) and support in line with their NASS level. The VIS Athletics Performance Program will provide targeted support to the daily training needs of NASS athletes and personal coaches.

NASS aims to "provide a world best approach to identification and preparation of Olympic and Paralympic athletes to achieve World Class standards".

The aims of NASS are:

- To achieve medals, supported by additional top eight places, at the Olympic Games and IAAF World Athletics Championships; and
- To achieve gold medals, supported by additional silver and bronze medals, at the Paralympic Games and IPC World Athletics Championships; and

- To finish the top nation on the Commonwealth Games athletics medal table.

**Working with Children**

As part of your duty, you must recognise that children and young people require special care and attention in order to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in VIS programs and services.

**Citizenship/Visa**

You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the VIS if your right to work in Australia ceases.

### Our Diversity Message

The Victorian Institute of Sport supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

### Our Culture Message

How you do your job is important to us. All staff at the Victorian Institute of Sport are committed to consistently act in ways that reflect what we believe in, what we stand for and our commitment to Australia and each other. Our values of excellence, courage, passion, community, simplicity and success underpin how we deliver, lead and manage people and relate to each other and our stakeholders.

The collage consists of six panels, each representing a core value:

- EXCELLENCE** (Blue background): A sprinter in a green and yellow uniform running on a track. Text: "We all lead by example and strive to be ahead of the game".
- COURAGE** (Orange background): A ski jumper in mid-air against a black sky. Text: "We are relentless in facing challenges head on".
- PASSION** (Blue background): Two female athletes embracing. Text: "We bring energy and excitement to everything we do".
- COMMUNITY** (Light blue background): A group photo of staff and athletes. Text: "We see the potential in everyone and support each other to collectively do amazing things".
- SIMPLICITY** (Orange background): A person rowing on a lake with a city skyline in the background. Text: "We work on small things each day which allow us to reach our goals".
- SUCCESS** (Dark blue background): A collage of athletes celebrating. Text: "We strive for greatness and celebrate success".

### Our Safety Message

The Victorian Institute of Sport wants to be a safe environment for all. We actively undertake measures to ensure the safety of children and young people, athletes and vulnerable people in our physical, digital and cultural environment.