



POSITION DESCRIPTION

Review Date: **July 2021**

Prepared by: **Leesa Gallard**

Position Title:	VIS Performance Lifestyle Adviser
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Incumbent:	Vacant
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Program/Dept:	Performance Services Team	Reports to:	Performance Lifestyle Manager
Functional Budget	NA	Direct Reports:	NA
Location/s:	VIS (Lakeside Stadium, 33 Aughtie Drive, Albert Park, Melbourne) and venues as required		
Employment Status:	Full Time		

Primary Purpose of Position

The VIS Performance Lifestyle Adviser will:

- Uphold the Motto of “Success in Sport and Life” by delivering Performance Lifestyle (PL) services to VIS Sport Programs as part of an inter-disciplinary team approach within sports’ high-performance pathways.
- Deliver strategies to ensure that VIS athletes are supported to strive for success in sport and life. Providing the highest level of career, education and lifestyle management and transition advice to improve and enhance their performance capabilities and wellbeing.
- Implement programs that assist athletes to successfully navigate the critical transition points that exist throughout their sporting career and beyond.
- Project design, implementation, and review to deliver VIS PL programs. Including programs to key stakeholders and workshops and programs aligned to the VIS PL vision for VIS athlete development to enhance performance capabilities and capacity to manage transitions.

Responsibilities and Measures

Task	Measures and Outcomes
1. Manage and deliver Performance Lifestyle services to VIS Sport Programs. Delivering to athletes on a case management basis including; career development advice, educational advice, personal development, conduct & professionalism, ‘family & friends’ programs, business and community referrals, delivery of training courses, transition services, referrals to VIS Performance Psychologist and/or AIS Mental Health Referral Network & AIS Career Practitioner Referral Network.	Assessment by Performance Lifestyle Manager, and feedback from athletes, coaches/program managers

2. Engage and collaborate with the appropriate VIS coaches/program/performance managers to identify the key PL factors for progression and performance in the Sport Program. Then develop and implement the necessary PL plans for both the program and the individuals within it	Agreed support and services are provided to programs and athletes according to established benchmarks Individual Athlete Assessments completed and Action Plans in place for nominated athletes
3. Work with National Sporting Organisations to identify the needs of athletes at their respective stages on the performance pathway	Strong partnership with NSO and in particular with NSO AW&E Leads
4. Develop positive working relationships with athlete stakeholders including families, coaches, NSOs/SSAs, service providers, administrators, educators, employers, businesses along with external consultancies	Positive feedback from athletes, families, Head & Assistant Coaches, NSO representatives, stakeholders and VIS partners
5. Design, facilitate and deliver PL workshops to address the contemporary issues faced by high performance athletes, particularly in the areas of enhancing their performance capabilities and capacity to manage transitions.	Positive evaluations from athletes attending sessions and feedback from stakeholders
6. Plan, deliver and review Performance Lifestyle projects with key external stakeholder project(s) and VIS Athlete development projects	Projects designed, delivered and reviewed to a high standard to meet needs of each particular stakeholder group for each specific project
7. Implement and review policies and procedures that are aligned to the AIS/NSO AW&E Framework to support the holistic development, safety and protection of VIS and NSO athletes	Policies are updated as per assigned timelines with communication and education strategies in place to ensure that there is a heightened awareness across assigned programs and athletes
8. Ensure accurate and timely input of data into the Athlete Management System (AMS)	Quality of data placed on the AMS database resulting in the ability to report on Performance Lifestyle activities promptly and accurately
9. Establish and implement a personal and professional development plan in conjunction with the Performance Lifestyle Manager	Comprehensive PD plan developed and implemented
10. Adhere to the Career Industry Council of Australia Code of Ethics	Code of Ethics honoured at all times and Qualifications are maintained
11. Other duties as directed	Tasks completed.

General Performance Indicators
The successful delivery of PL services measured by the ability to set a clear direction, achieving defined outcomes, motivate others resulting in a performance impact in athletes
Ability to work within a team environment and to relate harmoniously with athletes, coaches and staff
Timely response to requests and deadlines in all aspects of work including various reports and database entry
Feedback from athletes and coaches regarding the effectiveness of work completed within the VIS Performance Lifestyle program
Effective relationships established with athlete stakeholders within sporting, educational, business and community networks

Relationships	
With	Purpose
VIS PL Manager & VIS PL Advisers	Day-to day program delivery and accountability
VIS Program Coaches and Managers	Plan design and deliver PL program to support sport and athlete outcomes
VIS Service Providers	Integrated approach to performance impact and best practice
AIS (AW&E), NIN and NSOs	National support and engagement
A range of educational/career/employment stakeholders	Negotiation of educational and career pathways for athletes

Core Competencies* & Personal Qualities			
Essential			
Competencies			Qualities
Communication	Job Skill/Knowledge	Athlete Welfare	Passion to provide quality services
Teamwork	Attention to Detail	Negotiation Skills	Personal integrity
Time Management	Collaboration	Flexibility	Confidentiality
Decision Making	Ethics		Mature approach
Desirable			
Competencies			Qualities
Innovation	Initiative		Personal commitment to excellence

* See 'Job Description – Core Competencies' table for description of individual competencies

Qualifications
Essential
<ul style="list-style-type: none"> Relevant tertiary qualification (Education, Career Development, Counselling, Psychology, Health, Human Resources) Current Victorian Working with Children Check (must be in place before employment commences) Current Safeguarding Children Certification Current Driver's Licence
Desirable
<ul style="list-style-type: none"> Qualification(s) in Career Development, Elite Athlete Wellbeing or Workplace Assessment and Training. Mental Health First Aid

Experience and Skills

Essential

- A minimum of five years' work experience in a related field
- A strong understanding of high performance sport
- Experience of working collaboratively in Interdisciplinary Teams
- Knowledge of school, tertiary, TAFE and other education providers in Australia
- High level communication, planning and organisational skills
- Awareness of the contemporary issues relating to athletes within high performance sport
- Ability to build rapport and empathy with athletes and coaches
- Ability to develop and maintain relationships with wide range of stakeholders
- Demonstrated ability to design and implement projects - develop, facilitate and present workshops
- IT competency including sound knowledge of Microsoft Office suite of programs

Desirable

- Experience in educational and career guidance, personal and career development
- Solution focused and a creative problem solver
- Positive and optimistic approach

VIS PERFORMANCE LIFESTYLE ADVISER

JOB DESCRIPTION – CORE COMPETENCIES

No	Competence	Description
1	Communication	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
2	Job Skill/ Knowledge	Always displays a complete and extremely high level of knowledge and skills specific to all areas of responsibility and tasks of their position
3	Athlete Welfare	Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible
4	Teamwork	Displays a willingness to work with others towards a common goal; highly motivated to achieve the objectives of the team; builds team spirit and motivates the team
5	Attention to Detail	Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised
6	Negotiation skills	Able to say 'no' where appropriate and build win-win situations through discussion and negotiation; demonstrates strong ability to collect and analyse information and negotiate effectively
7	Time Management	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
8	Collaboration	Has a complete understanding of their role within their own and associated organisations; effectively collaborates within and outside the organisation to achieve common goals
9	Flexibility	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
10	Decision Making	Displays an ability to evaluate relevant information, compare options and select the appropriate alternative; looks beyond the obvious and superficial to analyse all possible risks and outcomes
11	Ethics	Always treats superiors, athletes and colleagues with honesty, respect and fairness; makes decisions within an ethical context; always protects values, confidentiality and organisational information where appropriate
12	Innovation	Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo
13	Initiative	Enthusiastic and energetic self-starter; seeks greater responsibilities; originates actions rather than responding to events