ACT Performance Coordinator

Position Description

Position: ACT Performance Coordinator

Location: Track and Field Office
         Australian Institute of Sport
         Leverrier crescent, Bruce, ACT
         (with a hot desk at ACTAS)

Basis: Full time

Department: High Performance

Reporting relationships: Head of High Performance Systems

Internal relationship: AA High Performance staff
                     NASS athletes and coaches
                     Junior program athletes and coaches
                     National Junior Coaches
                     Local Targeted Talent squad members and coaches

External relationships: Athletics ACT
                      ACT Academy of Sport
                      Australian Institute of Sport
                      NIN State Performance Coordinators

Approved by: Darren Gocher, CEO

Date approved: 9 November, 2018
ACT Performance Coordinator

Position Summary

The ACT Performance Coordinator will form effective relationships to maintain effective day-to-day coordination of the ACT Athletics Performance Program and deliver the ACT Local Target Talent Program (LTTP).

The position will ensure that AIS campus tenancy and ACTAS program and facility requirements are met, will facilitate the planning and delivery of NASS athlete visits and AA camps and will provide support to AIS based AA employed/contracted coaches.

This role reports to the Head of High Performance Systems.

Athletics Australia

Athletics Australia (AA) is the governing body for Athletics in this country. It is a National Sporting Organisation whose major partner is the Australian Sports Commission. It is responsible for all Athletics activity, including high performance, participation, workforce development, domestic and international competition and events.

AA has a critical role in leading, fostering and encouraging participation in athletics in Australia and promoting excellence in performance.

All employees are expected to behave in a way that is consistent with our organisational values. Our values are:

- Leadership  □ Fairness
- Respect  □ Excellence
- Integrity  □ Accountability and transparency
- Inclusion  □ Commitment

ACT Academy of Sport (ACTAS) and Australian Institute of Sport (AIS)

The ACT Academy of Sport (ACTAS) and Australian Institute of Sport (AIS) are members of the National Institute Network (NIN). The eight state and territory institutes and academies of sport (previously SIS/SAS), together with the AIS, form Australia’s National Institute Network (NIN).

The NIN provide high performance services and support in partnership with National Sporting Organisations, such as AA, in their respective state and territory jurisdictions with a view to delivering high quality daily training environments for categorised athletes, programs and teams.
ACT Athletics Performance Program

Under the direction of AA, the ACT Athletics Performance Program delivers services and logistical support to AA’s National Athletes Support Structure (NASS) and Junior HP squad members will work in partnership with AA, AACT, ACTAS and the AIS. Limited support will also be provided to AA HP Junior squad members and Local Target Talent Program (LTTP) athletes in the ACT and surrounding region.

NASS athletes will receive performance services (through the AIS and/or ACTAS) and support in line with their NASS level. The ACT/ACTAS 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 athletes (including Para 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.

KEY RESPONSIBILITIES

Relationship Management

- Provide a primary point of contact for all high performance athletics matters in the ACT.
- Establish strong and effective working relationships to achieve performance outcomes.

ACT Athletics Performance Program Coordination

- Operational planning, implementation, monitoring, review and reporting of all aspects of the ACT Athletics Performance Program, including but not limited to;
  - Coordinating delivery of high performance services and support,
  - Budget planning,
  - Administration (including some AMS coordination),
  - Communication,
ACT Performance Coordinator

- Support of AA and AACT athlete selection processes,
- Development initiatives for athletes and coaches,
- Uniforms and;
- Domestic travel.

- Work with Athlete Performance Advisors (APA’s) to facilitate services and support to the NASS athletes and coaches aligned with athlete performance plans.

- Support ACTAS and AIS Performance Teams to facilitate a best practice daily training environment to NASS athletes.

- Lead regular ACT Performance Team meetings.

- Provide AA HP, ACTAS, AIS and AACT staff with regular updates on ACT athlete and coaches.

- Assist with the coordination of Junior HP squad member’s access to agreed performance support services.

- Ensure that AIS campus tenancy requirements are met and act as the point of contact for AIS Facilities, Events and Sports camps, OH&S departments, amongst others.

- Ensure that any ACTAS legislative and government requirements as well as facility, travel and equipment policies and procedures are adhered to, as relevant to Athletics.

High Performance Pathways in the ACT

- Facilitate the smooth integration and communication between AACT programs, the ACT Athletics Performance Program and AA’s high performance strategy.

- Lead the delivery, further development and reporting of the ACT Local Target Talent Program (LTTP).

- Attend local, state and national athletic competitions as required and keep up to date with ACT (and other) athlete performances and rankings at local, state, national and international levels.

- Assist with budget development and monitoring of AACT High Performance and Pathway Programs.
ACT Performance Coordinator

AA High Performance

- Support the planning and delivery of NASS athlete visits and AA HP activities at the AIS.
- Provide assistance where requested with coordination of any national junior program initiatives taking place in the ACT.
- Participate in AA meetings, forums and activities where requested.

WORKPLACE HEALTH & SAFETY

These responsibilities should be read in conjunction with the respective 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 systems
- All employees should adopt safe work practices that comply with WH&S requirements and must not wilfully 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
- All employees must wear personal protective equipment as required.

SELECTION CRITERIA   Essential Requirements

- Excellent interpersonal and communication skills
- Strong service orientation and experience
- Efficient, well organised with excellent administration skills
- Strong ability to prioritise tasks and deadlines and deliver outcomes
- Self-motivated with results-based approach
- Ability to solve problems creatively
- An ability to work with diverse groups of stakeholders
- Financial management skills
- Demonstrated ability to work both autonomously and within a team

Desirable Skills

- Experience in high performance sport environments
- Demonstrated knowledge of the sport of Athletics, its inter-organisational linkages, and high performance sport structures within Australia
- Experience in the leadership of a high performance service team
- Tertiary qualifications relevant to role
Special Requirements

- ACT Working with Vulnerable People check, or equivalent
- Driver’s license

This position will also require some after hours and weekend work that can be claimed by time in lieu.