



## POSITION DESCRIPTION

Revision Date: **06/06/19**

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<b>Position Title:</b>	<b>VIS Athletics Performance Advisor</b>
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<b>Program/Dept.:</b>	VIS Performance Team	<b>Reporting Relationships:</b>	VIS Performance Manager (Podium)
<b>Functional Budget</b>	\$400k+ per year	<b>Direct Reports:</b>	VIS Athletics Performance Pathway Coordinator
<b>Location/s:</b>	VIS, Albert Park plus travel to major event & training locations		
<b>Employment Status:</b>	Refer to Enterprise Agreement for hours of work and remuneration package		

### Primary Purpose of Position

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.

The position will manage the VIS Athletics program, ensuring all local program and facility requirements are met. As appropriate, the role will also lead a National Event Group, facilitating technical and performance leadership throughout the High Performance program.

Whilst directly reporting to the VIS Performance Manager (Podium), the role also takes strategic and technical direction from the Athletics Australia (AA) Head of High Performance Systems and Head of Performance and Coaching.

### State Athletics Performance Program

Under the direction of AA, the VIS Athletics Performance Program delivers services and logistical support to AA's 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 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.

Responsibilities and Measures	
NASS Athlete Performance Advisor and State Performance Direction	
Task	Measures and Outcomes
Drive an Athletics performance culture within the categorized athletes and the VIS focused on the delivery of the Athletics Australia HP KPIs.	Observable focus on performance and achievement from all coaches, athletes and staff associated with the athletics program.
Lead 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.	Budget and plans in place and reported on at appropriate times. Equipment purchased, accounted for and maintained.
Lead the VIS Performance Team, NASS Meetings, VIS Services for athletes and “Performance Team” meetings.	Regular meetings take place with formal notes, minutes and actions recorded.
Lead formal meetings with the athlete, their personal coach and their key performance team members (e.g. physiotherapist, S&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.	Regular meetings take place with formal notes, minutes and actions recorded.
Establish close relationships with athletes and coaches to enable understanding and advice for the athlete and coach (and broader support team) regarding their current training status, technical and tactical strengths and weaknesses, medium and long term training and competition plans.	Regular attendance at NASS athlete training sessions (both gym and track) and meetings with coach to track servicing, planning and Gap to Podium priorities.
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.	Manage the delivery of VIS servicing to meet the Gap to Podium priorities of NASS athletes, prioritizing as required.
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.	Through the establishment of personal relationships and regular communication and attendance at training, report regularly on the achievement of Gap to Podium priorities.

Provide AA HP, AV and VIS staff with regular updates on Victorian athletes and coaches.	Records of results and progress available for review on request
Provide Victorian based DTE input into NASS selection meetings.	Requested information to aid selection supplied on request.

### High Performance Pathways

Task	Measures and Outcomes
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.	Meet with the Victorian HP and Pathway Coordinator through the establishment and then refinement of the Pathway Program.
As appropriate and available be involved in the delivery of the Victorian Pathway Program.	On occasion and as requested, deliver or oversee sessions in the Victorian Pathway Program.
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.	Regular communication, as agreed, with the AA Athlete Pathway Manager and attendance at planning meetings.
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.	Attendance at local meets and regular reporting of relevant athlete performances.

### AA High Performance and National Event Group Leadership (if required)

Task	Measures and Outcomes
Leadership of event group technical coaching model, and performance servicing.	Establish event technical model(s) and training protocols, as appropriate, and lead annual event technical review.
Planning and leadership, including responsibility of operational budget (as allocated) for event group camps for NASS athletes and coaches.	Establish and manage agreed operational plan for event group including budget management.
Through regular communication with other event group coaches nationally; create a collaborative coaching environment within the event group to elicit optimal input from all.	Regular communication plan with event group coaches, individually and collectively.
Lead professional development and HP coaching education for state based coaches, focusing on the coaches of NASS athletes.	Establish state coach professional development needs and work with each coach to establish their annual plan.
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.	Understand and communicate AA's vision and policies as appropriate.

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.	Meet Team Leaders requirements for role as National Team Coach.
Participate in AA meetings, forums, reporting requirements and activities where requested.	Attendance at AA meetings as requested.
<b>General Performance Indicators</b>	
<b>Measures and Outcomes</b>	
<b>Selection of Athletes onto National teams and achieving top 8/ medal performances at major championships</b>	
<b>Positive progression of athletes through the NASS/ AIS Categorization system</b>	
<b>Achievement of identified Gap to Podium process goals</b>	
<b>Performance staff have clear work plans aligned with identified Gap to Podium aims for athletes.</b>	

<b>Relationships</b>	
<b>With</b>	<b>Purpose</b>
VIS Performance Manager (Podium) and Performance Director	Oversee the progress of the VIS program and ensure that program reflects the priorities of the AA HP plan
AA Head of High Performance Systems;	Directs the program approach & oversees the strategic delivery of the athletics program and development of individual athletes.
AA Head of Performance and Coaching;	Directs the program approach & oversees the strategic delivery of the athletics program and development of individual athletes.
VIS Athletics Performance and Pathways Co-ordinator	Coordinate delivery of athletics program
CEO of Athletics Victoria	Oversee delivery of Victorian Pathway program
AA High Performance staff	Ensure program is aligned with AA strategic direction
SIS/SAS Athletics staff and coaches	Ensure VIS is informed of and aligned with wider SIS/SAS athletics programs

<b>Core Competencies* &amp; Personal Qualities</b>			
<b>Essential</b>			
<b>Competencies</b>			<b>Qualities</b>
Leadership	Interaction	Job Skill/Knowledge	Passion for sporting achievement
Decision Making	Communication	Planning	Personal commitment to excellence
Collaboration	Flexibility	Attention to Detail	Contribute to high performance culture
Time Management	Athlete Welfare		
<b>Desirable</b>			

Competencies			Qualities
People Development	Vision	Innovation	Daring to challenge the status quo

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

Qualifications
<b>Essential</b>
Athletics Australia (or IAAF or IAAF Member) Accredited Coach.
Victorian Working With Children Check
Driver's license.
Successful completion and currency of Level 1 & 2 ASADA Accreditation.
Successful completion of National Integrity in Sport Unit "Keep Sport Honest" Anti-match fixing education components.
<b>Desirable</b>
Tertiary qualifications relevant to role.

Experience and Skills
<b>Essential</b>
In good standing with Athletics Australia, its Member Association and program partners.
Demonstrated knowledge and experience working within an integrated athletics high performance system involving multiple performance services.
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.
Excellent interpersonal and communication skills with an ability to establish good relationships to work with a diverse group of stakeholders.
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.
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.
Possesses an excellent understanding of the standards and demands on athletes and coaches within HP sport in both a domestic and international context.
<b>Desirable</b>
Excellent administration and financial management skills.
Experience making informed and difficult decisions, handling conflict management situations and delivering messages under pressure.
Knowledge of current event trends, competitors and performance planning strategies in an international high-performance setting across multiple event groups.
Experience in the leadership of a high performance service team.
Significant national and international coaching experience, including leading and managing a team of personal coaches.

<b>Job Description – Core Competencies</b>		
<b>No</b>	<b>Competence</b>	<b>Description</b>
1	<b>Leadership</b>	Demonstrates exceptional ability in setting a vision/goals and influencing and inspiring others to achieve this vision; always brings out the best in others
2	<b>Innovation</b>	Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo
3	<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
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>Decision Making</b>	Displays an exceptional ability to evaluate relevant information, compare options and select the optimum alternative; looks beyond the obvious and superficial to analyse all possible risks and outcomes; learns from previous mistakes
6	<b>People Development</b>	Naturally adopts a mentor role; creates an atmosphere of constructive challenge; encourages regular performance appraisals; strongly believes in the benefits of training and coaching
7	<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
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>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
10	<b>Vision</b>	Continually seeks ways to improve both individual and organisational performance in order to influence the organisation's future; communicates this vision to others; always expresses the vision through behaviour and applies it in practice
11	<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
12	<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
13	<b>Attention to Detail</b>	Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised
14	<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