1. OVERVIEW

The Rugby Union Players’ Association (RUPA) was incorporated in October 1995 in direct response to the professionalism of Rugby and was established to represent and support the interests of its members, the professional Rugby players of Australia, and the game of Rugby more broadly.

Our membership comprises players from the Wallabies, the NSW Waratahs, the Queensland Reds, Brumbies Rugby, the Melbourne Rebels, the Australian teams of the National Rugby Championship, National Men’s & Women’s Rugby Sevens squads, the Western Force, the national Women’s Fifteens team and past professional players since 1996.

RUPA’s vision is to support our members to become better people, better players and to live better lives.


2. PRIMARY PURPOSE OF ROLE

The primary purpose of the role is to manage the delivery of the RUPA Player Development Program (PDP) to the Melbourne Rebels squad, in consultation with and based at the Melbourne Rebels. The role is particularly focused on the advancement and growth of players’ off-field decision making and life skills, building resilience and players’ capacity to thrive in all environments, and laying the foundations for an effective transition beyond Rugby.

The percentages listed below are a guideline only and may be adjusted according to the specific requirements of the role from time to time.

3. PROGRAM ACCOUNTABILITIES

<table>
<thead>
<tr>
<th>Key Area</th>
<th>%</th>
<th>Key Responsibility/ies</th>
<th>Key Duties</th>
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</thead>
</table>
| Health & Wellbeing    | 25% | Proactively assist players to ensure their skills and knowledge regarding welfare and wellbeing matters are increased.  
                      |     | Educate key stakeholders around mental health including anxiety, depression, addiction, etc. | • Proactively assist with player welfare matters in conjunction with the GM, PD and RUPA.  
                                                                                   |                                                                                    | • Provide guidance and support on wellbeing related issues, including social and family issues, in a professional and confidential manner when dealing with players.  
                                                                                   |                                                                                    | • Provide appropriate first incident response to players who present with professional and personal issues, including mental health assessment, brief intervention, case management and referral, as well as crisis + issues management.  
                                                                                   |                                                                                    | • Refer players to the team doctor, psychologist or external experts (Relationships Australia) in a timely manner as appropriate.  
                                                                                   |                                                                                    | • Ensure coaches are aware of issues that may affect a players’ on field activities, always with consideration of the privacy of the player. |
| Career & Education    | 20% | Provide access to off field career development options that focus on flexible formal and informal education, work experience & networking opportunities.  
                      |     | Ensure that every player is doing something outside of Rugby in order to achieve a work/life balance as per PDM professional assessment of players place in their ‘Lifecycle’ and best option for activities. | • Conduct formal 1:1 career counselling sessions with each of the fully contracted players.  
                                                                                   |                                                                                    | • Regular contact with the EAFU network or providers that are not part of that network.  
                                                                                   |                                                                                    | • Liaise with organisations/individuals to assist with networking opportunities for players including but not limited to, events and 1:1 meetings.  
                                                                                   |                                                                                    | • Create further formal and informal links with supporters of Rugby through relevant contacts.  
<pre><code>                                                                               |                                                                                    | • Remain in contact with players when they leave the program to ensure they remain involved in study/work regards to their course/role on a regular basis. |
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<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage</th>
<th>Description</th>
<th>Key Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management</td>
<td>5%</td>
<td>Develop player’s knowledge and encourage good life-long financial habits that ensure players exit Australian Rugby in a better financial position than when they enter.</td>
<td>• Ensure all players are aware of the RUPA Training &amp; Education grants program and assist players with the application process where necessary.</td>
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<tr>
<td>Cultural Awareness</td>
<td>5%</td>
<td>A tailored approach to understand primarily Pasifika &amp; Indigenous cultures, as well as players from other backgrounds, in a way that they feel integrated in Australian Rugby.</td>
<td>• Taking into consideration the financial literacy of the individual player, coordinate one-on-one sessions for all first-year contracted players in relation to the establishment of good financial practice through a RUPA nominee / partners.</td>
</tr>
<tr>
<td>Personal Toolkit</td>
<td>5%</td>
<td>Provide personal &amp; professional development experiences to ensure Players are equipped with life skills to be self-sufficient both during and after their on-field career has finished.</td>
<td>• Liaise with GM, PD and Pasifika/Indigenous experts to implement education and foster culturally respectful practices within the Melbourne Rebels program.</td>
</tr>
<tr>
<td>Integrity &amp; Obligations</td>
<td>5%</td>
<td>Ensure that players are both protected &amp; understand their professional responsibilities and the policy framework within Australian Rugby and their team.</td>
<td>• Identify professional development &amp; skills sessions for the players and arrange workshops/training.</td>
</tr>
<tr>
<td>Family Program</td>
<td>10%</td>
<td>Develop &amp; deliver a program to support the families of players during, but not limited, the Super Rugby season.</td>
<td>• Assist with Online Integrity modules undertaken by players within the required timeframe &amp; player data is up to date on the system.</td>
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<td>• Develop relationships with families of players in order to provide appropriate and proactive support where needed.</td>
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<td>• Identify opportunities for players families to be involved with activities within the Rebels as a club.</td>
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</table>
## 4. BROADER RESPONSIBILITIES

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<thead>
<tr>
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</table>
| Relationship Management - RUPA             | 10%   | Proactively develop and deliver a program which is well received and integrated between RUPA and the Melbourne Rebels. | • Provide reports to the GM, PD for inclusion in RUPA Annual Reports and Board reports as required.  
• Know and understand the aims and objectives of RUPA and the PDP program and be able to maintain a level of independence within Melbourne Rebels structure, particularly in relation to player issues by using RUPA representatives for providing feedback & driving the needs of the players. Informally catching up with RUPA representatives regularly.  
• Contribute to the database of players by providing relevant status reports and player updates as required to the GM, PD.  
• Attend and contribute to the organisation of, the RUPA Induction Camp with relevant players new to the Melbourne Rebels Program. |
| Relationship Management – Melbourne Rebels| 10%   | Proactively develop and deliver a program which is well received and integrated between RUPA and the Melbourne Rebels Program. | • Attend contribute and report at Players and High-Performance staff meetings as required by the Melbourne Rebels Program.  
• Develop an Operational Plan for the delivery of services within the Australian Rugby environment.  
• Ensure allocated time in the weekly schedule for PDP program.  
• Working with the GM, Rugby Operations, meet formally and informally with the Coaches always with consideration of the privacy of the player.  
• Attend team training sessions in appropriate training gear regularly and as requested.  
• Co-ordinate and deliver a “Welcome to the Melbourne Rebels” Induction process particularly for new players to the city including information on public transport, eating out, real estate options etc.  
• Work with the GM, Rugby Operations on programs that may include assisting with functions for player partners. |
5. KEY RELATIONSHIPS

- Current and Recent Past Melbourne Rebels players;
- RUPA - Head Office Staff, Other Player Development Managers, Board Directors; and
- Melbourne Rebels – Administration, Coaches, Team Managers, Support Staff.

6. SKILLS & ATTRIBUTES

Essential

- Highly motivated and outcome focused team player who is prepared to put RUPA’s members first;
- Strong understanding of career planning and guidance tools, with relevant tertiary qualification;
- Minimum of three (3) years’ experience in professional sport and/or working closely with elite athletes;
- Experienced in Case Management as matters come to hand;
- Experienced relationship manager with outstanding interpersonal, written and oral communication skills and demonstrated attention to detail;
- An ability to interact respectfully and effectively with people from diverse cultures and backgrounds;
- Capacity to multi-task and prioritise a broad range of simultaneous projects and deadlines;
- Willingness to work flexible hours as required by the role – please note this may include weekend work from time to time; and
- Demonstrated ability to provide creative solutions and collaborate with fellow staff.

Desirable

- Detailed knowledge of Microsoft applications including Outlook, Word and Excel; and
- Understanding of national and international Rugby, including knowledge of the industrial framework of Australian Rugby.