



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

## POSITION PROFILE

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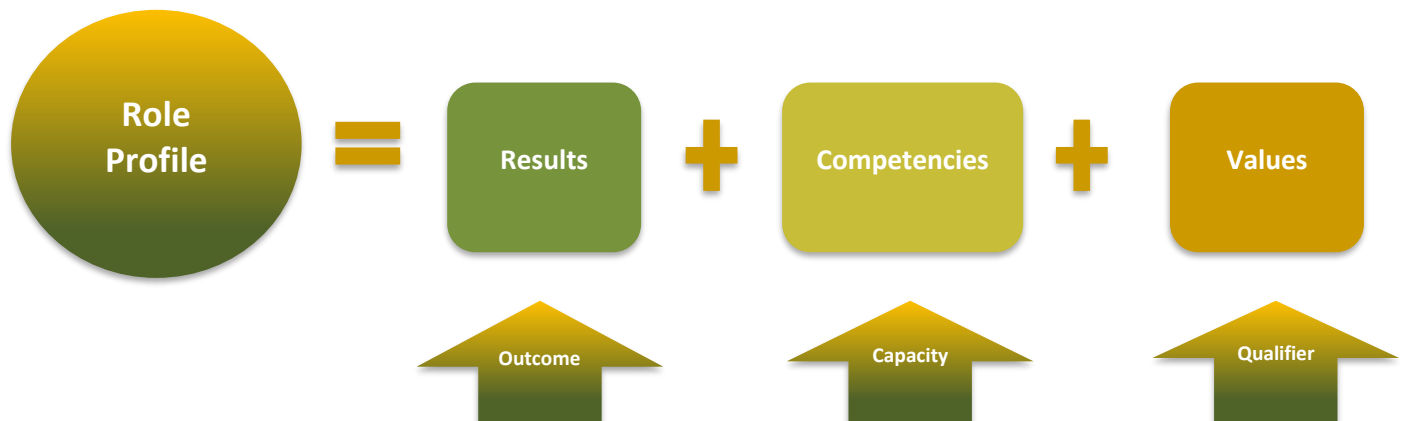
Performance Enhancement Team Coordinator

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## Structure & Approvals

<b>Position Title</b>	<b>Performance Enhancement Team Coordinator</b> <b>Version 2.2</b> <b>Date of Last revision: November 2020</b> <b>Review Date:</b> <ul style="list-style-type: none"><li>• <b>Annual Performance Review</b></li><li>• <b>Recruitment</b></li></ul> <b>Chief Executive Officer Approval: Steven Lawrence</b> 
<b>Location</b>	Western Australian Institute of Sport High Performance Service Centre
<b>Classification</b>	Program Coordinator Grade 1
<b>Salary Range</b>	Level 6 - 8
<b>Reports To</b>	Performance Systems and Analytics Manager
<b>Direct Reports</b>	Not applicable
<b>Internal Stakeholders</b>	Athletes, PET Staff, Corporate Services staff, Chief Medical Officer
<b>External Stakeholders</b>	Club Coaches, Medical Providers, Venueswest, State Sporting Organisations, National Sporting Organisations

# Performance Excellence Framework



<b>Role Purpose</b>	<b>To provide high level coordination and administration support for the Performance Enhancement Teams.</b>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Sports Administration or Sports Management, or other relevant Qualification</li> <li>• Current drivers' licence</li> <li>• Working with Children Check</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of administrative office systems.</li> <li>• Knowledge and understanding of the State and National elite Sport Network, structure, and systems.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Effective time management, with the ability to prioritise and manage many conflicting tasks.</li> <li>• Planning and Organising to ensure tasks are completed efficiently.</li> <li>• Capability to work collaboratively within a multi-disciplinary team and actively contribute to team success, as well as autonomously, and possess a high degree of initiative.</li> <li>• Highly developed communication skills to engage, consult, liaise and negotiate with management, colleagues, partners, athletes, and parents.</li> <li>• Ability to work autonomously, with consideration for team participation towards overall WAIS goals.</li> <li>• Ability to streamline processes and develop new processes as required.</li> <li>• Deliver Operational Projects.</li> <li>• Ability to work in accordance with established practice, procedure and maintain confidentiality.</li> <li>• High attention to detail.</li> <li>• Intermediate Microsoft Office skills</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 3 years' experience within a high-level administration and/or coordination role in a high-performance sporting environment.</li> <li>• Experience in coordination of meetings and preparing minutes and action summaries</li> <li>• Experience in developing, managing, and using information management systems</li> </ul>
<p><b>Position Overview (refer to Results section for more detail)</b></p>	<p>The <b>Performance Enhancement Team (PET) Coordinator</b> is responsible providing high level coordination and administration support to the functions of the Performance Enhancement Division, including the development of systems and processes to deliver this support effectively and efficiently.</p> <p>The role of Performance Enhancement Team (PET) Coordinator is to support the Performance Enhancement Team(s) and Athletes to fulfil their goals. The Performance Enhancement Team (PET) Coordinator forms an integral part of the Performance Services and Analytics Team and reports to the Performance Systems and Analytics Manager.</p> <p>The Performance Enhancement Team Coordinator has responsibility for a cluster of sports, allocated based on the Performance Enhancement team divisional placement of these sports. The Performance Enhancement Team (PET) Coordinator works directly with the Performance Enhancement Team Directors (Podium, National and Pathways) and provides critical adhoc support to team initiatives.</p> <p>The Performance Enhancement Team (PET) Coordinator contributes to the overall team environment, encourages positive engagement from all team members, fosters a high-performance team culture and ensures team operations are in accordance with WAIS policy and procedures.</p>

## Results

Key Result Area	Accountabilities	Outcomes	KPI	Weighting
<b>Athlete Performance Systems (90%)</b>	Athlete Performance Planning and Monitoring Process Coordination	Successful coordination and administration of all athlete performance enhancement planning processes	Completion of task list, moderated by management assessment of efficiency of process.	
	Athlete Management System Processes	Athlete management system support as per policy and the Performance Enhancement Coordinator Task List.	Completion of task list, moderated by management assessment of efficiency of process.	
	Athlete Scholarship Coordination	Successful coordination and administration of athlete scholarship onboarding and exits, as per policy and the Performance Enhancement Coordinator Task List.	Completion of task list, moderated by management assessment of efficiency of process	
	Sport Program Management Reporting Coordination	Accurate & timely collation of data for Management board report and performance review reporting	Completion of task list, moderated by management assessment of efficiency of process	
	Clinical services Coordination	Successful coordination and administration of clinical services processes, as per policy and the Performance Enhancement Coordinator Task List.	Completion of task list, moderated by management assessment of efficiency of process	
	Data monitoring	Accurate and timely recording of the Athlete Performance Tracking data	Accuracy of completion and timeliness	
	Travel Administration	Successful coordination and administration of staff and athlete travel requirements	Staff satisfaction with efficiency and effectiveness of support provided	
	Resource Administration	Successful distribution of staff and athlete clothing	Staff satisfaction with timeliness of clothing provided	
	General ADHOC	Positive and willing support to administration and performance enhancement teams for ad hoc administration duties		
<b>Staff (10%)</b>	Compliance	Personal compliance with WAIS Policies and Procedures	Personal rating of compliance to policies and procedures based on compliance index.	

# Competencies

## SELF MANAGEMENT COMPETENCIES

### Self-belief

*Displays confidence in succeeding and being able to overcome obstacles to achieve the best outcomes.*

### Self-awareness

*Knows own personality, strengths, and limitations. Understands own emotions and the impact of behavior on others in diverse situations*

### Learning

*Displays an awareness of own strengths and development areas and is personally committed to own personal development.*

### Communication

*The ability to communicate effectively and appropriately at all levels and ability to present information effectively with the desired impact.*

### Time management

*The ability to manage time effectively and efficiently in accordance with work priorities to ensure timeous and qualitative outcomes.*

### Problem Solving

*Focuses on problem solving and continuous improvement in order to reduce or eliminate the difference between the current and future desired states.*

### Commitment

*Ability and willingness to consistently apply energy to engage in activities or actions in alignment with the needs, priorities, and goals of the organisation.*

### Teamwork

*Gains commitment through collaboration and energizes people to achieve collective goals.*

## MANAGEMENT COMPETENCIES

### Build constructive relationships

*Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.*

### Planning and organisation

*Coordinating human, financial, and operational resources in order to achieve goals, improve outputs and overall organisational performance.*

### Analysis and decision making

*Identifying the key issues, breaking down problems and establishing facts. Using sound judgement to make informed decisions.*

### Creativity and Innovation

*Ability to take a broader perspective and develop new ideas to take the organisation forward. Creates strategies and plans that incorporate innovative or new approaches.*

### Functional Knowledge and Skills

*Demonstrates expertise in skill and knowledge within areas relevant to own function, discipline, or specialty.*

**Results focus**

*Being focused on objectives and results, and how best to achieve them even in the face of adversity.*

**Managing Projects or Programs**

*Structures and directs others' work on projects or programs.*

## The WAIS Values

### How things are done at WAIS;

Value	Indicators
<p><b>Passion</b> <i>We have a passion for high performance and the desire to demonstrate our commitment of mind and body to WAIS and its purpose.</i></p>	<ul style="list-style-type: none"> <li>• Has a positive influence on people and the team</li> <li>• Demonstrates high levels of resilience</li> <li>• Value the purpose of high-performance sport</li> <li>• Demonstrates a determination to make a valuable contribution</li> </ul>
<p><b>Quality</b> <i>We have a personal commitment to provide the highest quality service.</i></p>	<ul style="list-style-type: none"> <li>• Provides useful and responsive support</li> <li>• Work is reliable and consistently of a high standard</li> <li>• Builds trust and confidence when delivering a service</li> <li>• Anticipates issues and opportunities and is proactive to provide guidance</li> <li>• Pays attention to detail</li> </ul>
<p><b>Integrity</b> <i>We follow moral and ethical convictions by doing the right thing in all circumstances.</i></p>	<ul style="list-style-type: none"> <li>• Treats people with respect, courtesy, and kindness.</li> <li>• Actions are ethical, honest, and truthful</li> <li>• Always maintains consistency of character</li> </ul>
<p><b>Teamwork</b> <i>We work cooperatively and effectively with others to achieve common goals and participates in building a group identity characterised by pride, trust, and commitment.</i></p>	<ul style="list-style-type: none"> <li>• Positively participates in the development of team goals</li> <li>• Cooperates with other team members to attain common goals</li> <li>• Contributes to the identification and removal of barriers within the team</li> <li>• Recognises the contribution of others to achieving team goals</li> </ul>