

POSITION TITLE**TEAM OPERATIONS COORDINATOR****OUR VISION AND VALUES**

Swimming Australia is the peak governing body for swimming, from community participation through to elite level. Swimming Australia's High Performance Vision is **to win when it matters to inspire a nation**.

To achieve this vision, Swimming Australia aims to cultivate a high performance culture across the business and engage a team who are not only excited about these ambitions, but aligned to the values of Courage, Unity and Excellence. Striving to have an operational and support team that is highly engaged, serious about leadership, and works through a lens of continuous improvement.

POSITION OBJECTIVE

Reporting to the Olympic Operations Manager and working across the three performance streams – Olympic Pool & Open Water Swimming and Paralympic Pool Swimming, this position plays an essential role in supporting the High Performance (HP) Unit by delivering key administrative and logistical functions.

REPORTING STRUCTURE

This position reports directly to the Olympic Operations Manager and has no direct reports.

KEY STAKEHOLDER RELATIONSHIPS

- **Key Internal Stakeholder Relationships**
 - GM – Performance and Olympic Program Manager
 - National Head Coach – Olympic
 - GM – Performance Support and Innovation
 - Olympic Operations Manager
 - HP and SA Staff
 - SA Member Associations
- **Key External Stakeholder Relationships**
 - Athletes & Coaches
 - External Compliance Organisations (i.e FINA, NISU, ASADA, Sport Australia)
 - FINA
 - Other sports

PRINCIPAL DUTIES

- Organise flights, accommodation, transport, outfitting and training venues for all allocated camps, tours and activities and key staff of the HPU.
- For any assigned camp, tour or activity, liaise with, and be a primary contact for, all swimmers, coaches and support staff who are selected on Australian swim teams or squads to ensure effective and efficient communication.
- Provide day-to-day administrative and travel support to key members of High Performance Unit staff.
- Assist with project based work at the direction of key members of High Performance Unit staff
- Support and undertake specific project-based work as required.
- Assist in the monitoring, ordering and distribution of national team uniform.
- Assist with the administration of the Athlete Management System (AMS).

- Ensure that effective relationships with sponsors and commercial suppliers are maintained by sourcing appropriate brand related items.
- As part of a team, assist with the coordination of SALs anti-doping policies and procedures.
- Attend national events, team camps and tours as requested.
- Complete all international clearance requests and change of sporting nationality applications
- Distribute and organise presentation of swimmer pins to past Dolphins

General

- Partner with and work effectively and collaborative across Swimming Australia to achieve organisational goals, targets and objectives.
- Provide regular updates to your manager or others as required.
- Proactively plan, manage, coordinate, track and run assigned tasks.
- Attend and participate in meetings and attend events as required.
- Uphold and foster a culture of high performance, excellence and continuous improvement within Swimming Australia.
- Conduct thorough self-checking of information and documentation.
- Maintaining project files and keeping documentation in order.
- Undertake other reasonable tasks as delegated by the Olympic Operations Manager.
- Perform general office duties as required.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Implement, participate and promote Swimming Australia Safe Sport Framework, policies, processes and procedures.

KEY SKILLS & EXPERIENCE

Qualifications & Workplace Checks

- Satisfactory working with children check.
- Satisfactory police/criminal record check.
- Tertiary qualifications in Sport Administration or equivalent.

Experience/Skill Level Required

- A minimum of 3 years with Olympic and/or international teams equivalent
- Experience in Sport Administration would be an advantage
- Experience managing complex programs, projects or events that involve both internal and external stakeholders.
- The ability to determine work priorities, meet deadlines and work constructively as a member of a small team.
- Experience in arranging complex group travel within Australia and overseas

Aptitude & Interpersonal Skills

- Strong communication (both verbal and written), negotiation and interpersonal skills.
- Awareness of and ability to work in accordance with the Swimming Australia's policies and procedures.
- Understanding, experience, and empathy in working with elite athletes and coaches from an Olympic or Paralympic program perspective.
- Tertiary qualifications in sports administration or relevant experience would be an

- advantage.
- A financial understanding and ability to work with accounts.
- Good understanding of the concepts of sports science/sports medicine and strength and conditioning.
- Knowledge of anti-doping procedures within elite sport
- Proactive and self-motivated.
- Ability to work well both within a team environment and autonomously.

KEY PERFORMANCE INDICATORS (KPIs)

- Meeting all set time-frames and deadlines for all tasks and project work as set by the Olympic Operations Manager
- Ensuring you maintain a high level of accuracy with data management and reporting
- Deliver delegated program activities within budget
- Following, supporting and fostering Swimming Australia Safe Sport Framework, values, policies and procedures.
- Satisfactory achievement of ongoing targets, goals and objectives as set by the Olympic Operations Manager and Swimming Australia.

Signed by Employee: _____ Date: _____