



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

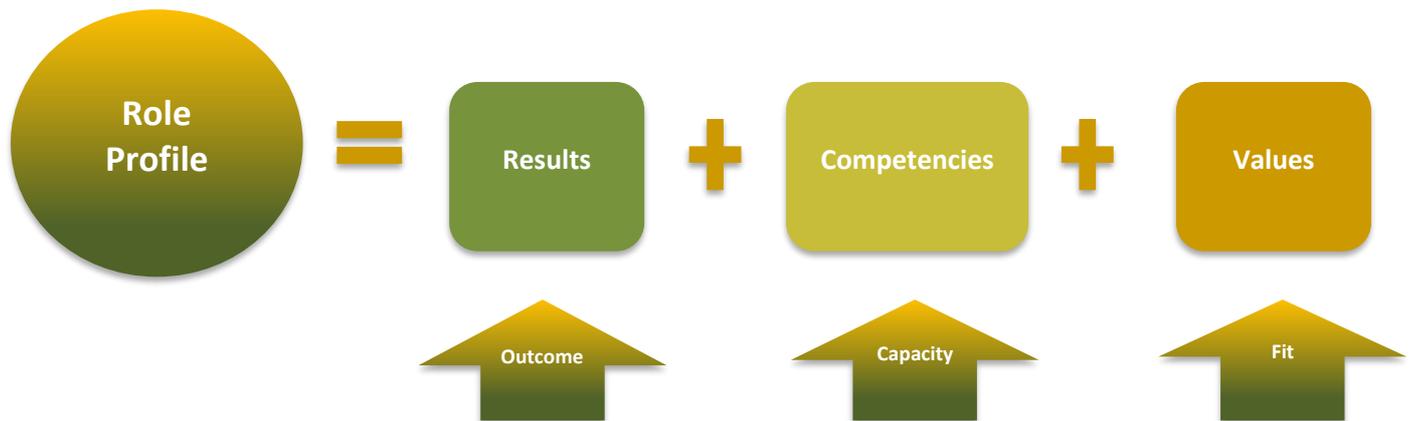
POSITION PROFILE

Athlete Wellbeing and Engagement Advisor

Structure & Approvals

Position Title	Athlete Wellbeing and Engagement Advisor - Pathways Version 1.2 Date of Last revision: October 2020 Review Date: <ul style="list-style-type: none"> • Annual Performance Review • Recruitment Chief Executive Officer Approval: Steven Lawrence 
Location	Western Australian Institute of Sport High Performance Service Centre
Classification	ACS Officer Grade 3
Salary Level Range	Level 12 - 15
Reports To	Performance Services Program Manager - Pathways
Direct Reports	Not Applicable
Internal Stakeholders	Athletes, PET Staff, Corporate Services staff
External Stakeholders	National Sporting Organisations, National Network of Athlete Wellbeing and Engagement Advisors, External Coaches of WAIS athletes, Education and training providers, Employers and Business Community, WA, and National Career Development Network. NSO High Performance Manager (including the NSO High Performance Team), AIS Athlete Wellbeing and Engagement Branch, NSO National Training Centre coaching staff and service providers, State Institute and Academies AW&E providers, Key AW&E National Referral Networks

Performance Excellence Framework



<p>Role Purpose</p>	<p>Lead and manage the Athlete Wellbeing and Engagement Framework and deliver associated services designed to improve WAIS athlete’s ability to effectively navigate the critical transition points throughout and beyond their sporting career.</p> <p>The Athlete Wellbeing and Engagement Advisor offers career, education, and athlete wellbeing services with the goal of supporting athletes to maximise performance alongside achieving personal life goals.</p>
<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Undergraduate Qualification in Arts, Business, or Sciences. • Working with Children Check • Current drivers' licence <p>Desirable</p> <ul style="list-style-type: none"> • Master of Psychology, preferably Sport and Exercise or Counselling. • Postgraduate Qualifications in Career Development • Eligibility for CICA membership.
<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the structure and systems associated with high performance sport and the development of elite athletes for success in the national and international arena. • Awareness of the contemporary issues relating to athletes in high performance sport. • Understanding of factors associated with athlete relocation. • An understanding of athlete sport pathways and associated challenges to athlete career development. • Understanding of the causes of mental health presentations in an elite athlete population. • Demonstrated knowledge of career, education, and transition counselling practices • Knowledge of the symptoms and treatments of depression, anxiety, and stress. • Knowledge of interventions aimed at well-being and personal development of young adults. • Understanding of the education systems within WA including TISC, TAFE, Secondary and Tertiary structures, and systems.
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to develop and implement a long-term strategy. • Well-developed individual counselling skills.

	<ul style="list-style-type: none"> • Highly developed oral and written communication skills, including demonstrated effectiveness in influence, negotiation, explanation, and consultation with key stakeholders. • The ability to establish, implement, maintain, and grow community partnerships to provide opportunities for athletes to engage and integrate with activities outside training and competition. • Ability to provide containment and referral for mental health presentations. • The skill to develop, plan and deliver athlete individualized strategies and activities to address the identified wellbeing, career, personal and professional development needs of athletes. • Ability to build trusting relationships and strong rapport with athletes and coaches from widely diverse ages and backgrounds. • The ability to positively contribute to improve life after sport outcomes of athletes using well-being and personal strengths interventions. • Capability to work collaboratively in a multi-disciplinary team as well as the ability to work independently and possess a high level of personal initiative and autonomy. • Ability to manage time, prioritise tasks and be highly organised. • Proficient in Microsoft Office suite.
<p>Experience</p>	<ul style="list-style-type: none"> • Experience in counselling, business, education, career, and professional/personal development service delivery. • Experience in guiding and supporting people through various transition, educational and vocational pathways. • Experience in high performance sport (desirable).
<p>Position Overview (refer to Results section for more detail)</p>	<p>Athlete Wellbeing and Engagement Advisor – Pathways is a specialist role focused on enabling athlete development in facets of athlete life outside the daily training and competition environment.</p> <p>The Athlete Wellbeing and Engagement Advisor is part of the multidisciplinary Performance Enhancement Team (PET) and under the management of a Performance Services Program Manager. The PET contains a number of sport programs delivering agreed outcomes under the leadership of a Head Coach for the National Sporting Organisation.</p> <p>The Athlete Wellbeing and Engagement Advisor supports athlete engagements that instill pride and inspiration in the WA community. The role requires expertise in facilitating education, professional development, and work experience alongside high-performance sport.</p> <p>The Athlete Wellbeing and Engagement Advisor acts as a knowledgeable point of contact who provides guidance on navigating ethical decision making within the high-performance environment.</p> <p>The Athlete Wellbeing and Engagement Advisor is responsible for contributing discipline specific interventions, through a planned approach, to achieve athlete performance goals. Routine reporting on the operations and outcomes of the service delivery to the PTD is required.</p>

Results

Key Result Area	Accountabilities	Outcomes	KPI	Weighting
Athlete Performance Systems (90%)	Quality of Athlete Planning and Implementation of actions for outcomes.	Performance Enhancement Team athletes are provided with high quality Individual Athlete Performance Plans (IAPP) and service delivery.	Percentage of IAPPs completed according to policy and best practice guidelines.	
			Score achieved in athlete and coach service quality questionnaire	
			Sport program assessment of projects completed, and outcomes achieved as per Internal Assignment Expectations Agreement.	
	Research & Innovation	Improved quality contribution to Performance Enhancement Team	Score achieved on the Research and Innovation Assessment.	
	Essential Discipline Standards	High standards of essential roles provided to the Performance Enhancement Teams.	Score achieved in the Essential discipline roles and responsibilities assessment.	
	External Partnership Performance Service Support Assignments	Successful completion of external partnership performance service support assignments.	External partner assessment of projects completed, and outcomes achieved as per External Assignment Expectations Agreement.	
Staff (10%)	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
Passion <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>	<ul style="list-style-type: none">• Has a positive influence on people and the team• Demonstrates high levels of resilience• Value the purpose of high-performance sport• Demonstrates a determination to make a valuable contribution
Quality <i>We have a personal commitment to provide the highest quality service.</i>	<ul style="list-style-type: none">• Provides useful and responsive support• Work is reliable and consistently of a high standard• Builds trust and confidence when delivering a service• Anticipates issues and opportunities and is proactive to provide guidance• Pays attention to detail
Integrity <i>We follow moral and ethical convictions by doing the right thing in all circumstances.</i>	<ul style="list-style-type: none">• Treats people with respect, courtesy, and kindness.• Actions are ethical, honest, and truthful• Always maintains consistency of character
Teamwork <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>	<ul style="list-style-type: none">• Positively participates in the development of team goals• Cooperates with other team members to attain common goals• Contributes to the identification and removal of barriers within the team• Recognises the contribution of others to achieving team goals