



# SOUTH AUSTRALIAN PUBLIC SERVICE JOB AND PERSON SPECIFICATIONS

Title of Position: <b>Rowing – Head Coach</b>	Administrative Unit <b>ATTORNEY-GENERAL'S DEPARTMENT</b>
Remuneration Level: <b>ASO5</b>	Division <b>Building Communities</b>
Type of appointment:	Branch <b>Office for Recreation &amp; Sport</b>
<input type="checkbox"/> Ongoing	Section <b>SA Sports Institute</b>
<input type="checkbox"/> Contract - Temporary (12 mths)	Position Number <b>RS1033</b>
<input checked="" type="checkbox"/> Contract - 1 - 5 years	Position Docket Number
	Occupant

Job and Person Specification Approval

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CHIEF EXECUTIVE/DELEGATE

## **JOB SPECIFICATION**

### **1. Summary of the broad purpose of the position, and its responsibilities.**

The South Australian Sports Institute (SASI) Head Rowing Coach reports to the Manager SASI Programs and is responsible for managing a world class rowing program to achieve success at national and international events. The position includes the identification and development of talented athletes and facilitating the ongoing progression of high performance athletes within the National Framework. The head coach is also responsible for the development of the SASI rowing coaching team and managing the equipment and resources of the program.

### **2. Reporting/Working Relationships** (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)

This Position Reports to:

- SASI Program Manager

Positions Reporting to this Position:

- SASI Rowing Coach
- Female Scholarship Coach - Rowing

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## **JOB SPECIFICATION**

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### **3. Special Conditions** (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

- A large proportion of work will be outside normal working hours.
- Intra and interstate travel will be essential as well as international travel may be required
- Current driver's license essential.
- Prior to an offer of employment being made, candidates must provide authority for SA Police to disclose any criminal offences or charges to the Attorney-General's Department.

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### **4. Statement of Key Outcomes and Associated Activities** (Group into major areas of responsibility/activity and list in descending order of importance.)

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#### **To achieve success at national and international events [Olympic Games, World Championships and World Cups] by conducting a world class rowing program**

- Plan, coordinate and manage the South Australian Sports Institute (SASI) National Training Centre (NTC) program for Rowing, including the technical design and implementation of comprehensive training/competition programs for high performance rowers selected for the national team.
- Coach, coordinate and evaluate training programs for the SASI High Performance athletes
- Systematically develop scholarship athletes for progression into the National Team Program
- Systematically develop the SASI Rowing Coaching Team.
- Deliver sustainable long term Talent Identification and Talent Development program, to ensure the growth of the sport in South Australia
- Develop and monitor service plans for the utilisation of sports science/medicine applications for the Rowing program.

#### **To participate and manage relationships within the national rowing framework**

- Engage in productive and cooperative working relationship with the Rowing Australia National Team Structure [National Rowing Centre of Excellence (NRCE), Rowing Australia (RA) and the South Australian Rowing Association (SARA) and program partners]
- Adhere to the guidelines of the NRCE Performance Framework
- Provide strategic advice to state level coaches on skill and fitness requirements and coaching practices.
- Attend and present at national coaching seminars and assist with technical research and study for national team programs.
- Provide leadership and direction to the South Australian Coaching development program on an ongoing basis.
- Be available to coach National crews as agreed by the NRCE and SASI.

#### **To manage the resources and functions of the SASI rowing program**

- Strategically manage the resources of the SASI Rowing NTC, including planning and overseeing the utilisation of resources, facilities, consultancies and budgets.
- Document and case manage individual scholarship athletes with Individualised Athlete Performance Agreements.

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**JOB SPECIFICATION**

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**To manage the resources and functions of the SASI rowing program (continued)**

- Plan, document and manage Sport Science Support services plan.
- Provide regular reports to program partners and stakeholders as required
- Retain quality of World Class Rowing Fleet through regular maintenance and upkeep of the SASI Rowing fleet and equipment.
- Being responsible and accountable for adhering to the requirements of the OHSW Act 1986, relevant OHSW Regulations 1995; the Equal Opportunity Act 1984, the PSM Act 1995, and the Principles of Diversity; and the Department's policies and Procedures
- Demonstrate ability to support the ORS values in the performance of the position's role and responsibilities.

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Certified Correct by Line Manager ...../...../.....

Acknowledged by Occupant ...../...../.....

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**PERSON SPECIFICATION:**

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**Essential Minimum Requirements** *(Those characteristics considered absolutely necessary.)*

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**1. Educational/Vocational Qualifications** (Include only those listed in Commissioner's Standard 2 as an essential qualification for the specified classification group.)

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- NCAS Level III Rowing Qualification (or overseas equivalent)
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**2. Personal Abilities/Aptitudes/Skills** (Related to the job description and expressed in a way which allows objective assessment.)

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- Ability to motivate athletes and coaches, and use personal initiative to gain an expected level of performance
  - Well developed interpersonal skills, including the ability to consult, negotiate and build collaborative relationships with all current and potential program partners
  - Excellent organisation and planning skills in managing a personal workload in a busy environment with conflicting demands.
  - Ability to individually Case Manage athletes in a high quality daily training environment
  - Ability to engage and integrate Sports Science services to maximise athlete progression
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**3. Experience** (including community experience)

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- A record of success in coaching athletes at national and senior international level, and particularly at major international senior events.
  - A proven ability of Talent Selection and the development of these athletes to become successful senior international rowers.
  - Proven ability to work cooperatively with National Programs and State High Performance & network coaches
  - Proven ability to manage program finances and meet budget targets.
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**4. Knowledge**

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- Relevant Rowing technical knowledge including techniques, coaching trends and international developments.
  - Understanding of the concepts of Sport Science, and its application for high performance Rowing.
  - Knowledge of the principles and practice of OHSW, Equal Opportunity, the PSM Act Employee Conduct Standards and Diversity appropriate to the requirements of the position.
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**Desirable Characteristics** *(To distinguish between applicants who have met all essential requirements.)*

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**1. Personal Abilities/Aptitudes/Skills**

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- High level written and verbal communication and presentation skills
  - Experience in the use of Microsoft desktop products such as Word, Excel and Outlook and performance analysis software applications
  - Communicating with and assisting a diverse range of athletes, coaches and volunteers with a demonstrated commitment to create a positive professional image for the sport in SA, Australia and overseas
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**2. Experience**

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- Experience in driving vehicle transporting a Fleet of Rowing Boats.
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**3. Knowledge**

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**4. Educational/Vocational Qualifications** *(Considered to be useful in carrying out the responsibilities of the position.)*

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- Relevant tertiary qualification (eg Sport Science, Diploma of Coaching)
  - First Aid / Sport Trainers Certificate
  - Boat licence
  - Small bus licence
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**5. Other details**

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