

## Position Description

### Elite Development Coordinator

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#### Background

The National Rowing Centre of Excellence (NRCE) is a joint venture between Rowing Australia (RA) and the Australian Institute of Sport (AIS). It incorporates the entirety of RA's High Performance Program and the AIS Scholarship and National Camps Programs. The primary objective of the NRCE is to achieve sustainable medal winning performances by Australia at Olympic and Paralympic Games consistent with the Rowing Australia High Performance Plan as determined by the RA Board. The NRCE is managed by a Joint Management Committee (JMC) of RA and AIS personnel - and is located at the AIS Rowing Complex.

#### National NRCE Vision and Objectives

**Vision:** *'To be the most successful international program in world rowing'*

#### Objectives:

To achieve the vision, the objectives of Rowing Australia's National High Performance Plan for the years 2009-2012 are to:

- Win three Gold medals at the 2012 London Olympic Games
- Win one Gold medal at the 2012 London Paralympic Games
- Increase the number of athletes with elite gold medal winning performance characteristics through all levels of the HP program
- Increase the number of coaches in the HP program capable of coaching Olympic Gold medal performances
- Maximise the effective integration and utilisation of all available HP resources across Australia through leadership by the National Rowing Centre of Excellence (NRCE)

The elite development programs of the NRCE are critical underpinning programs that work together to identify and develop the new athletes for the sport with Olympic gold medal winning performance characteristics. The two elite development programs are the National Elite Development Program (NEDP) and the National Talent Identification Program (NTID). These programs have the following key objectives:

#### National Elite Development Program (NEDP) Objective:

The National objective is to recruit, retain and progress 14 male and 9 female outstanding new athletes into the NEDP program each year. These athletes must, in the long term, be capable of Olympic gold medal winning performances.

#### NTID Rowing Program Objectives:

- To identify, recruit, develop and 'case-manage' talented athletes across Australia who are potential Senior A medal standard athletes for future World Championships and Olympic Games.

- To ensure a quality coaching and support systems exist in each state responsible for the TID.
- To ensure clearly defined development pathways exist for the transfer of talented school athletes into the Club system and from the Club system into an elite athlete pathway offered by the AIS/SIS/SAS network.
- To develop a National TID Athlete Profile model and testing protocols

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## A. PRIMARY JOB PURPOSE

This position's primary purpose is to provide effective administrative and project support to the NRCE Elite Development team (Elite Development Manager and NTID Senior Coordinator) and National High Performance Director.

## B. JOB RESPONSIBILITIES

### 1) Elite Development Support:

#### a) NEDP and NTID Communications

- i) Acting as the key communication contact point for all coaches operating within the NEDP and NTID programs based in the States, including:
  - (1) The consolidation and distribution of targeted NEDP and NTID communications to State operator and stake holders
  - (2) Acting as the main contact point for all NEDP and NTID testing and tracking data, including receiving data from the States and sending appropriate reports back to States
  - (3) Organising and attending regular teleconferences, taking notes/minutes as necessary

#### b) Database management

- (1) Effective management of the following data:
  - (2) NTID athlete testing data
  - (3) NEDP athlete performance tracking data
  - (4) High Performance athlete, coach, and support personnel details and whereabouts

#### c) Camps planning

- (1) Driving the planning and delivery of NEDP and NTID camps in Canberra and potentially elsewhere in Australia

#### d) General support for Elite Development Manager and NTID Senior Coordinator

- (1) Typing and distribution of letter/emails and other correspondence
- (2) Arranging meetings and appointments and maintaining diaries
- (3) Attending meetings and taking notes/minutes when necessary
- (4) Arranging travel and accommodation as required
- (5) Acquitting credit card statements and ensuring bills are paid in a timely fashion

- (6) Attending various regattas and events when necessary and providing administrative support throughout the event
- (7) Providing any other administrative support as required.

**e) Project Work**

- (1) Managing and/or being involved in NEDP and or NTID projects as required.

**2) Support for the National High Performance Director:**

**a) Administrative support**

- (1) Typing and distribution of letter/emails and other correspondence on behalf of the NHPD
- (2) Arranging meetings and appointments and maintaining the NHPD's diary
- (3) Attending meetings and taking notes/minutes when necessary
- (4) Arranging travel and accommodation as required
- (5) Acquitting the NHPD's credit card statements and ensuring bills are paid in a timely fashion
- (6) Attending various regattas and events when necessary and providing administrative support throughout the event
- (7) Providing the NHPD with any other administrative support as required.

**C. ISSUES AND CHALLENGES**

- Effectively and efficiently managing a high volume of complex arrangements.
- Effectively dealing with many State based personnel and stakeholders

**D. DECISION MAKING AND ACCOUNTABILITY**

- Working within the constraints outlined by the National High Performance Director, Elite Development Manager and NTID Senior Coordinator

**E. JOB DIMENSIONS**

- This position reports to the National High Performance Director and Elite Development Manager, and works closely with the NTID Rowing Senior Coordinator.
- This position also works closely with the Operations and Logistics Manager, the HP Assistant, and the AIS Rowing Program Coordinator.

**F. SELECTION CRITERIA**

- Relevant administrative experience in a sport or related organisation desirable.
- Sound financial management and administration skills are essential.
- Effective communication skills to liaise with a wide range of people including athletes, coaches, management, staff and suppliers.
- Technical knowledge of High Performance rowing is desirable but not essential.

## **G. EMPLOYMENT CONDITIONS**

### **1) SALARY & BENEFITS**

- A package of salary and other benefits will be negotiated with the successful applicant that reflects the level of qualifications and experience.

### **2) LOCATION**

- The role operates from the NRCE High Performance Centre at Yarralumla, Canberra.

### **3) HOURS OF WORK**

- This position will be full time.
- The nature of the position may require out of hours (including weekends) work, as well as potential interstate travel. The Elite Development Coordinator will have the flexibility to conform to such hours of work as are reasonably required in order to perform their duties and fulfil their responsibilities.
- While no time in lieu arrangements exist for additional hours worked, staff are encouraged to work flexibly, by varying daily hours and days of work where appropriate and with the agreement of the National High Performance director or Elite Development Manager.