

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM



Statement of Duties

TITLE:	Head Rowing Coach
POSITION NUMBER:	424193
DIVISION:	Sport and Recreation Tasmania
BUSINESS UNIT:	Tasmanian Institute of Sport
LOCATION:	Hobart
EMPLOYMENT CONDITION:	Permanent, full-time
AWARD/CLASSIFICATION:	Tasmanian State Service Award, Band 6
IMMEDIATE SUPERVISOR:	Program Manager – Tasmanian Institute of Sport

POSITION OBJECTIVE:

Plan, coordinate and manage all aspects of the Tasmanian Institute of Sport (TIS) National Training Centre program for rowing, including the technical design and implementation of comprehensive training/competition programs for selected high performance rowers within the national program.

MAJOR DUTIES:

- Manage the resources of the TIS Rowing National Training Centre, including the strategic development and related planning activities, design of annual training plans, and oversee the utilisation of resources, facilities, consultancies and budgets.
- Develop strategies for the utilisation of sports science/sports medicine applications for the rowing program.
- Coach, coordinate and evaluate training programs for TIS high performance athletes.
- Provide guidance and direction to the TIS Rowing National Training Centre coaching staff.
- Provide strategic advice to state level coaches on skill and fitness requirements and coaching practices.
- Establish, maintain close co-operative links with the National Rowing Centre of Excellence (NRCE), Rowing Australia (RA), national coaches, and the Tasmanian Rowing Council (TRC) to enhance the performance of Tasmanian rowers within the guidelines of the NRCE Performance Framework.
- Provide support to the NRCE as agreed between the NRCE National High Performance Director and the Tasmanian Institute of Sport.
- Oversee talent identification programs in conjunction with the NTID Senior Coordinator to ensure appropriate athletes are included in the NTC program.
- Attend and present at national coaching seminars and assist with technical research and study for national teams programs.
- Oversee the Tasmanian coaching development program for rowing and evaluate its performance against key objectives and targets.
- Be available to coach National crews as agreed by the NRCE and the TIS.

*Department of Economic Development and Tourism
424193 Head Rowing Coach*

LEVEL OF RESPONSIBILITY:

The Head Rowing Coach is responsible for the successful management and development of the TIS National Training Centre rowing program and the maintenance of associated technical coaching standards, procedures and quality assurance programs. The position will have the responsibility for liaison with Rowing Australia's High Performance Director and the Joint Management Committee for the TIS NTC program.

The Head Coach is expected to set work priorities and exercise initiative and judgement to effectively achieve program outcomes. Management of the development needs of elite level athletes is a frequent feature of this position.

The occupant is responsible for maintaining a high degree of technical knowledge and awareness of developments in the sport and associated training techniques.

DIRECTION / SUPERVISION RECEIVED:

The occupant works with a high degree of autonomy receiving only general guidance on strategic objectives from the TIS Program Manager and the NTC Joint Management Committee.

The occupant will be required to use initiative and make independent judgements on matters concerning day to day operations within the parameters of established guidelines and associated reporting.

KNOWLEDGE AND SKILL (SELECTION CRITERIA):

1. A demonstrated ability to develop and implement programs for developmental, talented and high performance athletes in the sport of rowing in conjunction with other specialised coaching and sports performance consultants.
2. Proven record of coaching success at the national and /or international level.
3. Proven ability to communicate effectively both orally and in writing particularly with athletes, coaches, administrators and other specialists.
4. A high level of self motivation and initiative, including the ability to work with minimal supervision.
5. Demonstrated administration and data management (computer) skills including performance analysis software applications.
6. Commitment to working in a values-based organisation demonstrated by an alignment with the purpose, culture and values of the department, and to upholding shared values through appropriate workplace behaviour.

QUALIFICATION AND REQUIREMENTS:

Essential:

- Current Level 3 accreditation of the National Coaching Accreditation Scheme for Rowing as provided by the Australian Sports Commission or internationally recognised qualifications and/or experience.
- The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.
- The following checks are to be conducted at a National level:-

- **1. Conviction check**
 - Crimes of violence
 - Sex related offences
 - Serious drug offences
 - Crimes involving dishonesty
- **2. Identification check**

Desirable:

- Current driver's license
- Current First Aid Certificate
- Relevant sports administration, sports coaching and/or sports medicine qualifications

OUR DIRECTION:

The role of the Department of Economic Development and Tourism is to lead economic and industry development in Tasmania. We are the first point of contact for companies wishing to establish, relocate, diversify or expand business in Tasmania and jointly deliver marketing and development programs that drive benefits for Tasmania from national and international tourism. We also act as a conduit to State and Australian Government departments, local government and Tasmanian business.

Services to industry and business include: general information on the Tasmanian business environment and industry sectors; marketing Tasmania as a world-class tourism destination; helping businesses to: enter and expand markets outside the State, become more internationally competitive and to commercialise innovative products and services; and facilitation of business investment into Tasmania.

Sport and Recreation Tasmania aims to ensure all Tasmanians have the opportunity to participate in sport and recreation and share in the resulting benefits that accrue to individuals and our communities.

OUR PURPOSE:

'Working together to make Tasmania a prosperous, vibrant, and healthy community'

WHY WE ARE HERE:

To show Leadership for Tasmania and Tasmanians by:

- Being responsive to our clients' needs and helping them to achieve their goals
- Supporting them to succeed domestically and internationally
- Promoting investment and assisting people to seek market opportunities
- Improving their wellbeing and prosperity
- Advising on and implementing Government policy.

WORK ENVIRONMENT:

Values

The Department Economic Development and Tourism is a values-based organisation. Our values are:

- People first
- Creativity
- Commitment
- Excellence
- Achievement
- Being business-like
- Making a difference

These were developed by staff to underpin the work we do and to guide our workplace behaviour. All employees are expected to demonstrate a commitment to upholding the department's values.

The Department of Economic Development and Tourism is committed to high standards of performance in relation to Occupational Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. The department is a smoke-free environment.

The working environment in the Department of Economic Development and Tourism is governed by:

State Service Principles

The State Service Principles (the Principles) are contained in section 7(1) of the *State Service Act 2000*. Section 8 of the Act requires Heads of Agency to uphold, promote and comply with the Principles and section 9(13) of the Act requires employees to behave at all times in a way that upholds the Principles.

The Principles are a core element of the State Service and represent the minimum responsibilities of officers and employees. Employees should familiarise themselves with the Principles and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision-making and activities.

Code of Conduct

The State Service Code of Conduct (the Code) is contained in section 9 of the *State Service Act 2000*. It complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. The Secretary of the Department of Economic Development and Tourism has legislative authority to investigate an allegation of a breach of the Code and to impose sanctions where the State Service Commissioner has determined that a breach has occurred.

The *State Service Act 2000* and the Commissioner's Directions can be found on the State Service Commissioner's web site at <http://www.osscc.tas.gov.au>.

Paul Austen

DIRECTOR

TASMANIAN INSTITUTE OF SPORT



Certified Correct

Date 12 / Jan / 2009

Paul Austen



ACTING EXECUTIVE DIRECTOR

SPORT AND RECREATION TASMANIA

Approved / ~~Not Approved~~

Date 12 / Jan / 2009