



Position Specification  
**High Performance Manager**

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## I. Company Details

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**Name:** Rowing Queensland Incorporated

**Address:** P.O. Box 3575  
South Brisbane QLD 4101

150 Jane St  
West End, QLD, 4101

[www.rowingqld.asn.au](http://www.rowingqld.asn.au)

**Direct Supervisor:** Christian Renford - CEO

## II. The Position

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**Position Title:** Rowing Queensland High Performance Manager

**Position Overview:**

The RQI High Performance Manager is primarily responsible for providing State leadership and coordination of all aspects of Elite Development (athletes and coaches) in the National Performance Framework. The High Performance Manager is also responsible for facilitating the state selection process (Senior and Youth) and is responsible for the administration of Queensland teams for national and international competition

**Position Type:**

Full time – Nominal 38 hrs per week

Nominated hours to be accrued during nominated RQI activities

**Salary Package:**

\$69,000 (incl super) + Car + Benefits

Dependent upon experience and qualifications

**People Contacts:**

**Internal:**

- CEO
- Rowing Queensland Board
- Operations Manager
- Administration Officer
- Safety and Education Officer
- Regatta Secretary
- Development Manager

**External:**

- Athletes (elite, sub elite, club, school)
- Coaches (elite, sub elite, club, school)
- Administration (QAS, NRCE, other SIS/SAS, clubs, schools)
- Boat Race Officials
- Other State Sporting Bodies

### **Key Tasks/Activities/Responsibilities:**

The RQI High Performance Manager will manage all RQ elite athlete and coach programs across Queensland. Specifically the Performance Manager will, in collaboration with the Queensland Academy of Sport (QAS) Rowing Program oversee all aspects of the states Elite Development Program including:

- In consultation with the QAS Head Coach, administer and manage all aspects the QLD High Performance Program.
- Oversee and coordinate a monthly testing camp program - education, training and development, in accordance with NEDP parameters established by the NRCE
- Coordinate and integrate existing and development pathway programs to increase the number of athletes with elite medal winning performance characteristics through all levels of the HP program
- Increase the number of coaches in the HP program capable of coaching National Gold medal performances
- In conjunction with the QAS Head Coach, ensure elite development pathways operate effectively and efficiently for elite athletes and coaches in Queensland in accordance with NEDP parameters established by the NRCE
- Assist the RQ Development Manager in the identification, recruitment, development and 'case-management' of talented athletes in the State TID Testing Program.
- In conjunction with the QAS Head Coach, assist in the organisation and conduct NTC activities.
- Development and management of program budgets.
- Ensuring that the High Performance Program maintains efficient working relationship with the QAS and all School / Club Rowing programs.
- In conjunction with the QAS Head Coach, preparation and timely submission of RA/NRCE reports or other funding submissions as required
- Ensuring that High Performance Nominated coaches receive Professional Coach Development and appropriate SSSM Dissemination

### **Team Management and coordination**

The RQ High Performance Manager will coordinate all state representative team programs. Specifically the High Performance Manager will:

- Chairman of Selectors and coordinate the selection process for all state teams as determined by Queensland Selectors and the Board.
- Administer the publishing and collection of selection policies
- Enforce the organisations code of conduct as required.
- Report to selectors and Board on all matters related to selection policies and protocols.

- Combine with appointed Head Coaches to coordinate athletes and coaches into training targeted squads, ensure appropriate planning and programming for State squads and develop appropriate team culture and goals.
- Assist appointed Team Manager/s to coordinate the logistics of State Teams for national and international tours as directed by management.

### **Measurement**

The High Performance Managers performance will primarily be measured against the following criteria:

- Achievement of KPI targets (outlined in the table below)
- Effective financial and budgetary outcomes.
- Effective internal and external stakeholder management.

OBJECTIVE:	STRATEGIES		METHODS	MEASUREMENT OF PROGRES THAT <u>CAN</u> BE CONTROLLED (KPI)	MEASUREMENT OF DESIRABLE PROGRESS THAT CAN BE INFLUENCED BUT <u>CANNOT</u> BE CONTROLLED	
ACHIEVE NATIONAL AND INTERNATIONAL PERFORMANCES WITH GREATER NUMBERS THAN PRESENT	Identify more rowers already in the sport who can achieve the objective		Identify existing talent in clubs, universities and schools	Number of athletes tested in clubs	Number of athletes tested and effectively recruited into HP in clubs	
				Number of athletes tested in rowing universities	Number of athletes tested and effectively recruited into HP in rowing universities	
				Number of athletes tested in rowing schools e.g. passport etc	Number of athletes tested and effectively recruited into HP in rowing schools	
	Identify more suitable athletes who can readily achieve the objective		Identify NEW talent in universities and schools	Number of new athletes tested in all universities	Number of <b>new</b> athletes tested and effectively recruited in all universities	
				Number of new athletes tested in schools	Number of <b>new</b> athletes tested and effectively recruited into HP in schools	
	Development: ensure development is positive and improvement is optimal in the following areas		Coaches: number and quality of existing and prospective HP coaches	Offer opportunities assistance for all coaches on the HP pathway	Coaching projects e.g. passport, State crews. Also: coach education, seminars and practical guidance sessions [number]	increased number of coaches representing Australia and winning medals
			retention of athletes: best athletes continue in the sport	Provide HP pathway and guidance to suit individual needs	Measurement of direction of available resources to small number of rowers in the "green zone". Strategies to increase Long term funding to this group. [statement of resources and % of direction to green zone]	1. Improved results at National and interstate regatta 2. increased number of athletes representing Australia and winning medals
			High Quality of support to enable performance	Access to quality evaluation and education resources directed at improving performance	Access, at test camps, to a full range of Performance Enhancement Team (PET) professionals who can practically assist in increasing boat speed. [number]	Increased support irrespective of financial resources.
			Training quality is at a high standard	Evaluation and feedback is related to highest possible reference standard	At the test camps provide measurable, regular (7-9 times /yr) evaluation of all major influences on boat speed performance. Feedback in terms of world championship standards.[number of athletes participating in testing and range of tests completed by athletes]	Increased support irrespective of financial resources.
			Training lost to injury is minimised	Provide a plan of injury prevention through education and practical experience	number of sessions run with the plan of building an "indestructible athlete"	injury free athletes

## III. Person Profile:

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### Position Requirements

#### Essential:

- Minimum NCAS Level 2 Rowing Coach Accreditation
- Tertiary qualifications in sports administration, coaching, leisure or sports science and/or appropriate work experience.
- Previous experience in developing, implementing and monitoring rowing development programs for clubs, schools, athletes and coaches at all levels.
- Sports administration skills and experience including program development, managing and coordinating volunteers communications and working in small work teams.
- Knowledge of local and world trends in sport and recreation relating to rowing sport associations and clubs.

#### Preferred:

- Experience with Microsoft Office package

### Behaviour Criteria

#### Task Ability:

- Analysis (Problem Identification)
- Judgement (Decision Making)
- Operational Planning Awareness

#### Interpersonal Ability:

- Building Relationships
- Influence and Persuasion

#### Personal Attributes

- Flexibility & Adaptability
- Information Monitoring
- Self Motivation
- Tolerance for Stress
- Work Standards

### **1. Analysis (Problem Identification)**

*Secures and considers relevant information; uses questions and research to obtain information; relates and compares data from different sources and considers the relevance, reliability and accuracy of the source; makes comparisons and recognises trends; identifies key issues and cause-effect relationships.*

#### **Key Behaviours:**

- Fact finding, researching and asking questions to obtain relevant information
- Making comparisons, recognising trends, implications, problems or opportunities
- Relating and comparing data considering the source
- Identifying key issues and cause-effect relationships

### **2. Judgement (Decision Making)**

*Makes decisions or commits to a course of action in a timely manner, after consideration of established criteria, available options and alternative courses of action; draws inferences and makes logical assumptions that are consistent with the circumstances and information available; takes into consideration possible constraints eg. people's capability, financial resources, organisation policy and procedures.*

#### **Key Behaviours:**

- Making a decision/committing to action when necessary
- Considering criteria, weighing up options and alternatives
- Inferences and assumptions are logical and supported by data
- Considering constraints, people's capability and financial resources, organisation's policies and procedures

### **3. Operational Planning Awareness**

*Establishes a course of action to implement a plan or strategy; allocates resources - human, material, financial; designs alternate goals and contingencies.*

#### **Key Behaviours:**

- Implementing a plan or strategy
- Establishing a course of action
- Allocating resources – human, material, financial
- Designing alternate goals and contingencies

#### **4. Building Partnerships**

*Uses appropriate interpersonal styles and communication methods to work effectively with business partners to meet mutual goals and objectives; builds networks to obtain co-operation without relying on authority.*

##### **Key Behaviours:**

- Establishing shared goals
- Explaining the value of solutions; looking for “win-win”
- Developing and maintaining relationships
- Building networks to obtain co-operation without relying on authority

#### **5. Influence & Persuasiveness**

*Uses appropriate interpersonal styles and methods to gain agreement, commitment and understanding of an idea, plan, activity, product or service, seeks information about situations, problems, opportunities and implications; identifies explicit needs; provides relevant information and shows benefits to be obtained; modifies approach when necessary.*

##### **Key Behaviours:**

- Seeking information with questions, listening and responding
- Showing understanding of situations, concerns and feelings
- Providing relevant information and showing benefits
- Asking for agreement or commitment when appropriate and persevering to obtain acceptance
- Changing style or approach to accommodate situations and individuals involved

#### **6. Flexibility & Adaptability**

*Maintains energy, commitment and effectiveness in different situations and/or with different tasks, assignments, technologies, systems or processes; interacts effectively with people from different organisational levels, people with varying backgrounds, or from different cultures.*

##### **Key Behaviours:**

- Working effectively in different locations/work conditions
- Working well with different types of people
- Handling a variety of tasks or assignments
- Ready to work with new technology, systems, processes

## **7. Information Monitoring**

*Establishes and maintains systems, programs and procedures; obtains, analyses and reviews information necessary for the management of a project and the maintenance of high performance; takes into account the skills, knowledge, experience and attitudes of individuals affected or involved and the specific characteristics of the project, system, process or equipment monitored.*

### **Key Behaviours:**

- Establishing and maintaining systems, programs, procedures to monitor performance
- Establishing periodic sampling, feedback or status reports
- Obtaining support and cooperation from people to provide data and/or use monitoring systems
- Identifying exceptions or performance issues in a timely manner

## **8. Self Motivation**

*Perseveres and continuously pursues new opportunities; inclined to initiate movement **or** action.*

### **Key Behaviours:**

- Persevering, tenacious and continuously pursuing new opportunities
- Personal circumstances that cause or induce an individual to act in a particular manner
- Motivating factors, focussing on results, initiating movement and courses of action

## **9. Tolerance for Stress**

*Maintains stable performance under pressure and/or opposition, such as time pressure or job ambiguity; relieves stress in a manner that is acceptable to the person, others and the organisation.*

### **Key Behaviours:**

- Maintaining stability and effectiveness when under tight time constraints
- Maintaining stability and effectiveness with opposition to opinion or viewpoint
- Maintaining stability and effectiveness in the face of multiple tasks with unclear priorities
- Maintaining stable performance in the face of an uncertain, changing or unstructured work environment

## **10. Work Standards**

*Sets high standards of performance for self and reinforces high performance standards to individuals and the work group; does not just accept standards imposed by others; not satisfied with just average performance.*

**Key Behaviours:**

- Maintaining high personal work standards
- Seeking to do better than just “good enough”; wanting to finish things properly
- Reinforcing high performance standards for individuals work group and organisation
- Encouraging people to meet and beat current standards for quality, quantity, cost and timeliness