

Position Description

NRCE Operations Coordinator

1. 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 this vision, the objectives of Rowing Australia's National High Performance Plan for the years 2011-2016 are to:

- Win three Gold medals at the 2012 London Olympic Games
- Win one Gold medal at the 2012 London Paralympic Games
- Win three Gold medals plus three other medals at the 2016 Rio Olympic Games
- Win one Gold medal plus one other medal at the 2016 Rio Paralympic Games
- Increase the number of athletes with Olympic / Paralympic medal winning performance characteristics through all levels of the HP program
- Increase the number of coaches in the HP program capable of coaching Olympic / Paralympic 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)

2. Primary Job Purpose

Coordinate the operations and logistics delivery of all key high performance program components in line with the National Activity Plan; including national camps, national selection trials, Rowing Australia's national teams touring, and anti-doping compliance.

3. Specified Duties & Responsibilities

a. Coordination of International Team Touring

Working to the National Activity Plan, in consultation with the National High Performance Director (NHPD), Operational Manager and respective Team Managers, coordinate the operations and logistics delivery for Rowing Australia's national touring teams in particular:

- i. All national and international flight bookings
- ii. Accommodation bookings
- iii. Ground transport
- iv. Boat movement plans
- v. Team clothing
- vi. Team briefing documentation
- vii. On-going budget planning and tracking for each respective touring team.

b. Coordination of Domestic National Activities

Working to the National Activity Plan, in consultation with the NHPD and Operational Manager coordinate the operations and logistics delivery of key domestic activities including National Selection Trials and National Camps:

- i. Manage the operations of selection regattas, including regatta staff and timing systems
- ii. Liaise with RA's Regatta Management Committee, State Association offices and State Institute/Academies of Sport and regatta venue managers with regard to selection and other event activities as required
- iii. Act as a coordinator or team manager for camps or tours when required
- iv. This includes the planning, organisation and coordination of all administrative and logistical arrangements for these events
- v. On-going budget planning and tracking for each respective national activity.

c. NRCE Compliance Management

Manage the compliance responsibilities and anti-doping requirements for Australian rowers and perform the duties of National Anti-Doping Contact Officer for the Australian Sport Anti-doping Drug Authority (ASADA) as well as for the World Rowing Association FISA, including:

- i. Liaise with relevant ASADA & FISA staff in regards to the compliance responsibilities for the NRCE.
- ii. Manage the Whereabouts documentation of all Rowers on the ASADA registered Testing Pool (RTP) as well as the confidential NRCE Anti-Doping database for all records of RTP contact information, accurate records of Therapeutic Use Exemptions forms etc.
- iii. Manage the submissions of TUE forms for international competition and liaise with team doctors about the procedures prior to international competitions.

d. NRCE Program Administration

Program Management and Administration support to the Operations Manager:

- i. Provide high level coordination and administrative support to the Operations Manager as required
- ii. Coordinate and administer the daily operations of the program including the management of project budgets, organisation of international and domestic travel and act as a point of contact for State association partners, suppliers and stakeholders
- iii. Coordinate athlete administration and national team nominations and act a point of contact for national team athletes, program partners and other stakeholders
- iv. Develop processes and procedures to ensure cost-effective and efficient program administration, including the preparation and monitoring of specific project budgets for each activity or event as required
- v. Manage the accounts coding processes for all matters relating to High Performance and the NRCE
- vi. Contribute to the overall strategic direction of the NRCE program and contribute to driving the NRCE operational performance planning process under the direction of the NHPD / Operations manager as applicable.

e. NRCE Project Management

Assist, support and drive the planning and implementation of special projects as required.

- i. Manage special projects as part of the overall national team program, such as e.g. the national team uniform allocation.

4. Issues and Challenges

- i. Effectively and efficiently organising and managing a high volume of complex logistical arrangements.
- ii. Ensuring the delivery of high quality activities within budget parameters.
- iii. Effectively dealing and work cooperatively with many various NRCE, RA and National and State based personnel and stakeholders.

5. Decision Making and Accountability

- i. Working within the constraints outlined by the NHPD and Operations Manager.
- ii. Make day-to-day decisions on operational administrative or coordination matters.
- iii. Ensure that all compliance matters are adhered to.
- iv. Work reliably and accurately and be accountable for assigned projects and tasks.

People Management:	Yes – supervision of casual employees, event staff and volunteers as required
Budget management responsibility:	No direct responsibility, however within NRCE guidelines administer the operational and capital budgets of the program.

6. Job Dimensions

- i. From an HR perspective, this position reports to the Operations Manager, operating under the strategic direction of the NHPD.
- ii. From a day to day operational perspective, this position operates within the Operations Team including the Operations Manager and AIS Program Manager as well as with the NRCE coaching team.
- iii. This position also works closely with coaches and staff in the state bodies.

7. Selection Criteria

a. Qualifications and Experience

- i. Tertiary qualifications (or equivalent) and/or relevant experience in Travel Management, Business Management or Sports Administration
- ii. Demonstrated high level experience in the coordination or administration of high performance sport programs or group travel management
- iii. High level experience in managing projects or events that involve both internal and external stakeholders

b. Knowledge and Skills

- i. Demonstrated skill and expertise in forming effective working relationship and business partnerships with a diverse range of groups and individuals
- ii. High level liaison, interpersonal, and communication skills to liaise with a wide range of people including athletes, coaches, management, staff and suppliers.
- iii. Sound financial management and administration skills are essential.

- iv. Demonstrated high level skills in the management of budgets.
- v. Proven track record and ability to organise and manage competitions and events.
- vi. Experience in maintaining records to meet organisational and legislative requirements
- vii. Ideally understanding of the standards and demands on athletes and coaches within international level sport and the concepts of sports science and sports medicine
- viii. Ideally have considerable knowledge and experience gained from being an active member of the Australian rowing environment.

c. Personal Attributes

- i. Self-motivated and able to work independently and as part of a team
- ii. Demonstrated ability to exercise sound judgement, observe confidentiality and use discretion and initiative
- iii. Demonstrated ability to meet competing demands in a dynamic, time urgent working environment through effective prioritisation
- iv. Acknowledgement of and willingness to accept that the role operates in a high performance sport environment and that some work out-of-hours will be required on various occasions.

8. Employment Conditions

a. Salary & Benefits

- i. The position is employed by Rowing Australia Ltd.
- ii. A package of salary and other benefits will be negotiated with the successful applicant that reflects the level of qualifications and experience.

b. Location

- i. The role operates from the National Rowing Centre of Excellence in Yarralumla, Canberra, ACT.

c. Hours Of Work

- i. This position will be full time
- ii. The nature of the position will require out of hours (including weekends) work, as well as potential interstate travel.
- iii. 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 NHPD and Operations Manager.