

Attachment A

## Position Description

<b>Position Title:</b>	National Manager Coach Education
<b>Reporting to:</b>	National Participation Manager (Participation) and Performance Pathway and System Manager (High Performance)
<b>Version Date:</b>	January 2021
<b>Location:</b>	As negotiated
<b>Remuneration:</b>	Full-Time Fixed term employment contract to 30 <sup>th</sup> December 2024
<b>Direct Reports</b>	N/A

### Organisational Overview

*Triathlon Australia (TA) is the governing body for the sport of triathlon in Australia. Triathlon Australia is recognised by World Triathlon (WT) and the Sport Australia (SA) as the National Federation representing Triathlon.*

*The Triathlon Australia High Performance (HP) and Participation programs (funded separately), are a partnership between Triathlon Australia, Sport Australia and the Australian Institute of Sport (AIS).*

*The HP program provides a nationally integrated and coordinated approach to assist the development and preparation of elite and sub-elite athletes who have the potential to succeed at international level in WT racing.*

*The Participation program focuses on providing opportunities for athletes/coaches/technical officials of all abilities to be involved with the sport of Triathlon.*

### Primary Job Purpose

In line with the TA High Performance, Pathway and Participation strategies, the National Manager Coach Education is responsible for guiding the effective recruitment, education, support and retention of the coaching workforce needed for triathlon and multisport to grow and meet the needs of participants at all levels including those pursuing Olympic and Paralympic success.

### Key Performance Areas and Responsibilities

#### National Coaching Framework Development and Management

1. Work with the TA Participation Manager to ensure the alignment of the coaching pathway with overall sport participation framework and strategy.

2. Work with the TA Pathway and System Manager to ensure the alignment of National coaching framework to the Performance Pathway Strategy, What it Takes to Win (WITTW) modelling and overall athlete development philosophies.
3. Work to understand the coaching workforce needs at each level - from Club level through to High Performance (including number of accredited coaches), to ensure the membership base is sufficiently supported through access to quality coaching, both now and into the future.
4. Oversee the delivery of the national coaching courses in line with the National Coaching Framework across the following accredited streams: TryStars, TriActive, Foundation, Development, Performance and High Performance and other initiatives in line with the participation strategy.
5. Develop and evolve the curriculum, content and presenter guides for each level of accreditation within the National Coaching Framework to ensure it remains in line with current research around coaching practice, relevant and engaging.
6. Work with STTAs to quality assure delivery of coaching courses within the National Coaching Framework.
7. Develop and maintain a robust assessment process which facilitates individuals successfully completing their accreditation in line with the National Coaching Framework.
8. Oversee, and where appropriate coordinate coaching seminars, workshops and professional development opportunities for coaches at all stages of their coaching career as part of the ongoing Coach Professional Development Program.
9. Contribute to the development of and embed an approach to coach mentoring within the National Coach Framework.
10. Provide the structure, processes and administrative support for a high performance coach development program that results in a World Class coaching workforce.
11. Oversee the management of the coach accreditation database and online coach materials.
12. Work to ensure policies around coaching and coaching practices reflect contemporary research and approaches to support coach wellbeing.

13. Provide regular reporting and updates to the TA Participation Manager and Performance Pathway and Systems Manager on progress against the National Coaching Framework.
14. Develop, monitor and report on the coaching components of the Triathlon Australia budget
15. Complete any other task as directed by CEO, Participation Manager or Performance Pathway and System Manager

### **Foster System Partnerships**

1. Provide leadership in connecting and facilitating knowledge sharing across the State and Territory Triathlon Associations (STTAs) and their respective coaching communities, including collaboration through the National Coaching Leadership Team
2. Work with the Performance Coaches to establish a “community of practice” within the development coaching community in each state.
3. Where appropriate, engage with the Sport Australia and AIS coach development team to ensure a National Coach Framework remains aligned with current research and practice.
4. Where appropriate, engage with World Triathlon to maintain effective relationships and alignment of TA National Coaching Framework.
5. Expand relationships across Sport Australia, AIS, NIN and NSO network to stay abreast of national and international best practice and technical trends in high performance coaching, and ensure these are reflected within the National Coaching Framework

### **Key Relationships**

TA Staff	To support the delivery of both high performance and participation sport programs
Coaches	TA employed, HP network and foundation – performance level coaches
AIS/NIN/AOC/PA/STTA's	To enhance collaboration within the national system

## Experience, Competencies and Qualifications

Experience and Competencies	Qualifications
<ul style="list-style-type: none"> <li>▪ At least 4 years’ relevant experience working in a significant contributory role in a professional team environment or NSO</li> <li>▪ An understanding of principles around workforce development and learning design, as it pertains to coaching at all levels</li> <li>▪ Demonstrated experience in coaching or coach development</li> <li>▪ An ability to build and leverage partnerships within and across organisations</li> <li>▪ Demonstrated understanding of the needs of athletes and coaches throughout the Pathway</li> <li>▪ A good working knowledge of contemporary curriculum development and effective education delivery methods</li> <li>▪ Demonstrated experience in strategy development, strategy execution and stakeholder engagement</li> <li>▪ Financial acumen and budgetary management experience including annual planning, forecasting, contingency planning, grant applications and on-going management</li> <li>▪ Strong interpersonal skills including high integrity and the capability to build trusting relationships with coaches, athletes and other team staff</li> <li>▪ Outstanding written and verbal communication skills</li> <li>▪ Knowledge of the Australian High Performance sporting landscape would be advantageous</li> </ul>	<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ Undergraduate degree (or equivalent experience) in Sports Management, Sports Science, Education, Coaching or a related field.</li> </ul> <p>Desired:</p> <ul style="list-style-type: none"> <li>▪ Performance (or equivalent) coaching accreditation</li> </ul>

## Key Behaviours and Personal Attributes

- **Building Partnerships and Networks** – establishes good relationships with stakeholders and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels.
- **Systems Awareness** - thinks “big picture”; a high degree of systems awareness and an ability to leverage resources and intelligently co-create outcomes across organisations, as it relates to both short and long-term objectives.
- **Supporting coaching Practice** – an understanding of and commitment to developing coaching practice and capability; a desire to stay ahead of global trends and research; interest in understanding the role of health and wellbeing as a platform for Performance for both coaches and athletes in Triathlon.
- **Learning Orientation** - actively identifying new areas for learning and exploration; regularly creating and taking advantage of learning opportunities; applying new skills and knowledge in practice; seeks and leverages feedback.
- **Emotional Intelligence** – well developed emotional intelligence; an ability to accurately perceive emotions and behaviours of self and others; regulates emotions and behaviours during periods of high stress or when under pressure.
- **Coaching and Guiding Team Success** – strong value on team; an ability to inspire and motivate higher performance, and empower coaches to commit to an action plan that delivers on the priorities and goals; providing feedback, instruction, and development guidance to help others excel; planning and supporting the development of individual skills and abilities.
- **Planning and Organising:** Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.
- **Deciding and Initiating Action** – Makes prompt, clear decisions which may involve tough choices or considered risks; take responsibility for actions, projects and people; takes initiative, acts with confidence and works under own direction, initiatives and generates activity.