

JOB DESCRIPTION – January 2006 – December 2007

Title: Head Coach, Orienteering Australia Inc

Purpose: To co-ordinate the High Performance (HP) competition and coach development programs for orienteering in Australia.

The aims of the Orienteering Australia High Performance program are to:

- a. develop short and long-term plans for coaching and supporting national squads, and high performance athletes;
- b. prepare and manage relevant budgets for the national High Performance program;
- c. manage the human resources required to prepare Australian teams for their respective world championships and other international competition;
- d. co-ordinate a State-based system of mentor coaches to conduct training camps and to offer support for athletes in regional areas;
- e. determine the composition of team leadership for forthcoming world championships, taking into account:
 - i. special team needs and/or particular priorities,
 - ii. available expertise, and
 - iii. long-term coaching plans;
- f. foster the ideals of orienteering excellence amongst orienteers;
- g. maintain a close working relationship with the ACT Academy of Sport as the National Training Centre in preparing Australian orienteers for international competition; and
- h. support the development of coaching infrastructure at all levels of orienteering in Australia as a core aspect of improving High Performance outcomes in international competition.

Broad responsibilities:

The broad responsibilities of the Head Coach are to:

1. Administer the National Orienteering League;
2. Manage the high performance coaching team for national teams and squads;
3. Liaise with the Australian Sports Commission on Coaching & Officiating matters;
4. Liaise with the AIS and state based sports institutes on matters relating to athletes who do not have ACTAS scholarships;
5. Liaise with ACTAS as Orienteering Australia's National Training Centre on high performance competition and coaching matters; and
6. Support high performance coach and athlete development for Orienteering Australia with specific reference to improving competition outcomes.

Specific Duties:

The specific duties of the Head Coach are:

1. In conjunction with members of the High Performance Management Groups, develop and facilitate the implementation of an annual HP orienteering competition and training program that is attractive to all elite orienteers and prepares the best Australian orienteers for international competition.
2. In conjunction with the Director, Development & Director High Performance administer the conduct of the National League:
 - 2.1 Prepare and implement strategies to market the National League;
 - 2.2 Call for applications by member states to conduct events as a part of the National League;
 - 2.3 Liaise with National League event organisers to ensure a balanced program of formats; and
 - 2.3 Liaise with State coaches/managers about team preparation & participation.
3. In conjunction with National Team Coaches for foot and MTBO maintain liaison and assist with the development of State and/or elite training groups and their coordinators/coaches.

4. Identify & implement strategies in conjunction with National Team Coaches to improve the competitive performance of athletes in major international competitions and World Championships.
5. Liaise with the Australian Sports Commission to administer the accreditation processes for OA coaches and controllers in the National Coaching Accreditation Scheme (NCAS) and National Officiating Accreditation Scheme (NOAS) respectively, and to advise OA on the requirements and timing of curriculum development under the NCAS and NOAS.
6. Liaise with the National Training Centre at the ACT Academy of Sport on behalf of the OA HP Management Groups on ways ACTAS can provide state-of-the-art support for orienteering in Australia, and maintain liaison with State/Territories Academies/Institutes of Sport.
7. In partnership with the OA Coaching Committee:
 - 7.1 Develop strategies for improving the quality and frequency of orienteering coaching in Australia as a foundation in the development of future High Performance orienteers;
 - 7.2 Facilitate the development of coaching skills among coaches working with High Performance athletes;
 - 7.3 Publish a twice yearly OA national coaching newsletter dealing with trends and developments in orienteering coaching;
 - 7.4 Support the organisation and administration of coaching programs to develop high performance coach infrastructure for the following levels:
 - Level 2 orienteering coach,
 - Level 3 orienteering coach, and
 - 7.5 Actively support all member associations of Orienteering Australia in developing Talent Search Programs as a part of a High Performance orienteering development pathway.

Reporting arrangements: You are to report to the OA Board through the Director (High Performance) whom you should keep informed of activities and outcomes achieved. An annual report on activities and outcomes is to be submitted to the Orienteering Australia Annual Conference through the Director (High Performance) and a six month progress report is to be submitted to the OA Board.

Hours of work: A minimum of 500 hours is to be worked per year on the tasks outlined in this Annex on a flexible basis.

Salary and other allowances: The contract fee is in accordance with letter of offer. The contract fee includes travel to perform Specific Duties; appropriate insurances; Workcover; and a 9% Superannuation Guarantee contribution. It may also include the provision of office facilities including computing and communications facilities, and office requisites depending on the location of the appointee.

Special Projects: Additional expenses may be sought for special projects not included in Specific Duties. Prior approval is to be sought for such expenses through the Director, High Performance. All expenses for special projects will be paid on a reimbursement of costs basis.