

Orienteering Australia

Recruitment of Manager, High Performance

About the position

Orienteering Australia is seeking to recruit a Manager, High Performance to co-ordinate Australia's High Performance Orienteering Program. This position reports to the Director, High Performance.

The core duties of the Manager, High Performance are to work in conjunction with the Director High Performance, and in consultation with athletes, coaches, and team managers to develop and facilitate the implementation of an annual high performance orienteering training, development and competition program that is attractive to all elite orienteers and prepares the best Australian orienteers for international competition.

The position is a casual position requiring an average of 20 hours per week to be worked on a flexible basis during the year. Conditions of employment are set in the National Employment Standards for casual employees (see <http://www.fairwork.gov.au/Pay-leave-and-conditions/Conditions-of-employment/Pages/National-Employment-Standards.aspx>).

Initial appointment is for a period of 2 years, with the possibility of extension beyond this date.

Remuneration will be set according to award rates, and in negotiation with the Director High Performance, taking into account the skills and experience of the successful candidate.

Duty Statement

1 In consultation with Director High Performance, establish a framework for supporting national teams and athletes. Under this framework manage human resources (coaches, selectors and team managers), and assist them with operation of this framework and performance of specific activities under the framework.

Examples of tasks include:

- i. Provide administrative support to the OA Board to support the appointment of coaches and managers of National teams
- ii. establish annual competition and training programs for athletes.
- iii. ensure appropriate arrangements (accommodation, training, support etc) are made for Australian teams competing in international competitions.
- iv. liaise with and set up annual training and competition opportunities with New Zealand.
- v. seek official and athlete feedback on the suitability of the HP program, performance of teams and team officials and any other issues of relevance.
- vi. manage any issues relevant to athlete performance, behaviour or any other significant issue arising
- vii. develop resources and communication networks for athletes and officials to support their development.

2 Liaise with State/Territories Academies/Institutes of Sport and other relevant organisations to make them aware of orienteering activity, engage with them to present orienteering as a professional sport, and identify and act on development opportunities for athletes.

3 Carry out the role of OA anti-doping officer through maintaining a relationship with ASADA, the IOF, athletes and officials to ensure OA and athletes are meeting anti-doping responsibilities.

4 Administer the conduct of the National Foot O League

Examples of tasks include:

- i. prepare and implement strategies to market the National League;
- ii. call for applications by member states to conduct events as a part of the National League;
- iii. liaise with National League event organisers to ensure a balanced program of formats;
- iv. liaise with National League organisers and sponsors to ensure sponsor and ASC requirements are satisfied;
- v. provide feedback to organisers;
- vi. maintain and update rules and regulations in consultation with the OA Board (where appropriate), athletes and team managers;

5 Complete other tasks to support the Orienteering Australia High Performance Program as provided by the Director, High Performance.

Selection Criteria

1. Sets direction

Inspires a sense of purpose and direction
Harnesses information and opportunities
Shows judgement, intelligence and commonsense

2. Achieves results

Builds a capable operating environment
Marshals resources
Deals with uncertainty
Ensures closure and delivers on intended results

3. Cultivates productive relationships

Facilitates understanding, cooperation and partnerships
Values individual differences and diversity
Guides, mentors and develops people

4. Communicates effectively

Communicates clearly

Listens, understands and adapts to audience
Negotiates persuasively

5. Professional skills

Capacity to quickly develop knowledge of orienteering skills and techniques
and/or
Qualifications/practical experience in sports administration

How to apply

Please provide

- a written application of no more than two pages addressing the Selection Criteria.
- a brief c.v with the name of at least one referee

emailed to :

The Executive Officer
Orienteering Australia
orienteering@netspeed.com.au

Applications close **Friday 8 October at 6pm (EST)**

Interviews may be conducted as part of this selection process

If you wish to discuss this position please contact Eric Morris (02) 6252 7332 (w) or (02) 6259 8249 (h)