

# Position Description

<b>Job Title:</b>	<b>National Head Coach, Orienteering Australia, 'Foot Orienteering'</b>
<b>Reporting To:</b>	<b>Director High Performance / Board of Orienteering Australia</b>
<b>Performance Review Period:</b>	<b>Annually</b>

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## Function of the position

### OVERVIEW

The role of the head coach is to co-ordinate the development of the athlete pathway. It is an overarching role that has both active engagement in coaching along the athlete pathway and co-ordination and management of coaches, squads and athletes at both the beginning and end of the high performance structure. The central focus is the practical implementation of the High Performance Strategic Plan along all aspects of the athlete pathway (FTEM). In addition, the Head Coach develops a co-ordinated approach by contributing to the alignment of system partners (including the co-ordinator of MTBO). The Head Coach role has a significant planning and administrative function. To enable a focus on the entire athlete pathway, the Head Coach relinquishes responsibility and authority to the WOC and JWOC coaches for the development of E and M level athletes at major international competitions.

The core functions of the National Head Coach 'Foot' (Orienteering Australia) are to:

- Develop, lead, implement and co-ordinate a national high performance strategy and program aimed at identifying, developing, coaching and/or mentoring potential and existing world class athletes and coaches along all levels of the athlete pathway.
- Provide mentoring, guidance and support for team and squad coaches.
- Develop, lead and implement strategies along the entire athlete pathway that assist entry into and along the High Performance pathway so as to develop a sustained pipeline of athletes and their development to an international level.
- Act as an athlete pathway manager for athlete transition along the pathway.
- Manage the day to day operations of the Orienteering Australia high performance program including:
  - The management of allocated budgets and other resources and/or program partners;
  - The efficient management of any national high performance staff (admin, coaching, officials), both paid and volunteer.
- Provide technical direction and case manage athletes in the national squads, to ensure peak performance aptitudes at national and international competitions with particular focus on the success of feeder programs into the WOC and JWOC squads and teams.
- In collaboration with the National Chair of Selectors, be responsible for developing selection policies and managing selection of national junior and senior teams and squads for international competitions and squad selection (HPS, NDS, AJDS).

Core functions of the National Head Coach 'foot' (Orienteering Australia) cont.

- Be a member of the coaching committee, and in collaboration with the Director High Performance, be responsible for developing selection policies and managing selection of the WOC, JWOC and squad coaches (NDS, AJDS).
- Guide and support the National JWOC and WOC coaches with a focus on providing Sports Science and Sports Medicine resources. In addition, provide mentoring material or master coach mentoring to support elite coaches (This master coach may, or may not be another coach). Liaise with the MTBO co-ordinator to disseminate this sports science and sports medicine information to MTBO athletes.
- Provide long term planning for squad camps and regional camps for all foot O squads so as to;
  - a) enable athletes to make long term plans (2-3 year outlook)
  - b) provide athletes with broad terrain experience, and a comprehensive and developmental curriculum as they develop along the pathway.
- Develop succession planning strategies for sustainability of all coaching roles.

The National Head Coach will also have a key advisory and/or system leadership role as follows:

- Provide advice to the Board and Director of High Performance, as part of the Orienteering Australia national strategy, to further develop the athlete pathway nationally, with a view to increasing quality and quantity of athlete excellence and performance.
- Provide technical direction and oversight to the implementation of a national coaching program including overseeing the development and mentoring of national and regional coaches.
- Be a figurehead for the sport, including high-level communication and liaison with both internal and external stakeholders.

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# Responsibilities

## **Core functions:**

### **■ Responsibility 1 – High performance program planning**

- 1.1 Develop, for the approval of the Board the Orienteering Australia, the High Performance Operational Plan (18-24 months in advance) linked into the Australian Sports Commission funding cycle; and the Orienteering Australia HP Strategic Plan.
- 1.2 In association with the Director of High Performance, provide relevant and timely reports to the Board on the high performance program, including: progress against plans; any developments or evolution of strategy; and athlete progress and performances.

### **■ Responsibility 2 – Manage the high performance program**

- 2.1 Be responsible and accountable for the management and day-to-day operations of the High Performance Program including planning, logistics, budgets and resource allocation.
- 2.2 With the assistance of the JWOC and WOC coaches guide the leadership and management of the HP Squad as the pinnacle of the Orienteering High Performance pathway and a key resource for realising the achievement of Orienteering Australia's high performance outcomes.
- 2.3 With the assistance of the NDS and AJDS coaches lead and manage the developmental squads as the key athlete pipeline of the Orienteering High Performance pathway and be a key resource for realising the ongoing achievement of Orienteering Australia's longer term high performance outcomes.
- 2.4 Manage the relationships with other system partners including any State associations, state coaches and the national MTBO co-ordinator.
- 2.5 Lead and manage any staff involved in the effective running of the high performance program, including both paid and volunteer staff (admin, coaching, officials, team managers, service staff etc.).
- 2.6 Provide mentoring guidance to squad coaches
- 2.7 Co-ordinate the HP webpage development

### **■ Responsibility 3 – Technical direction of national squad athletes 'foot'**

- 3.1 Provide technical direction and guidance for the daily training environment of those athletes in the national squads, including setting of targets and objectives to ensure optimal development. This will be via the athletes assigned coach or allocating athletes with an assigned coach and web based resources.

- 3.2 Schedule, plan and facilitate the running of domestic national training camps.
- 3.3 In conjunction with the AIS Sports Science Sports Medicine, and other partners and service providers as appropriate, set the direction (or oversee a sports science and innovation co-ordinator) and oversee the use of sports science and sports medicine to:
- i) Support the development of national squad athletes in daily training, camp and competition environments;
  - ii) Establish ongoing monitoring systems;
  - iii) Facilitate the use applied research, technology and innovation to maximise high performance outcomes;
  - iv) contribute to the analysis and review of servicing.
  - v) Streamlining access of this information to MTBO program.

#### **■ Responsibility 4 – International Team selection and coaching**

- 4.1 In collaboration with the Chair of Selectors, develop philosophy and criteria for the selection of team members, and staff, to represent Australia at international events including open and junior World Championships, World Cups, World Games, World University Champs and AUS v NZ test matches.
- 4.2 In collaboration with the Chair of Selectors, facilitate and oversee the selection events for team members representing Australia to ensure the publication of this well in advance.
- 4.3 Participate as a member of the High Performance Athlete Selection Committee.
- 4.4 Participate as a member of the Coach Selection Committee. (for positions other than Head Coach)

#### ***Additional advisory functions:***

#### **■ Responsibility 5 – Advise on growth and development of the athlete pathway**

- 5.1 Advise and assist the Director High Performance to develop strategies to further develop the sport, particularly with regard the development of a broader base of athletes to feed into a pathway of high performance excellence.
- 5.2 Assist Orienteering Australia in the development of a talent identification program to fast-track athletes into high performance (to be implemented nationally through the regional governing bodies).
- 5.3 Provide direction for the development of an athlete talent transfer program, including the identification of the physical, technical and mental attributes of high performance orienteering athletes; and facilitate the development of a skill acquisition program to fast-track coaching of identified talent transfer athletes.

## **Responsibility 6 – Advise on national coaching program and standards**

- 6.1 Advise and provide technical leadership for the development of national coaching framework standards and resource materials, through the Orienteering Australia Coaching Committee.
- 6.2 Oversee the professional development of national high performance coaches including involvement, when possible, in the conduct of regional coach development workshops and squad camps to enhance coaching skills and knowledge across the network.
- 6.3 Facilitate the dissemination of sports science and sports medicine research (as appropriate) to network coaches, through the Orienteering Australia Coaching Committee and the MTBO co-ordinator and committee.

## **Responsibility 7 – System leadership, relationships and liaison**

- 7.1 Provide leadership as National Head Coach to the sport to inspire athletes to participate in elite programs and set exemplary examples to non-elite participants.
- 7.2 Develop and maintain effective and productive relationships with:  
the Director High Performance and Board of Orienteering Australia;  
the Regional Governing Bodies of Orienteering Australia;  
key funding bodies including the Australia Sports Commission  
the New Zealand Orienteering Federation  
any other high performance program partners (ie University sport.)
- 7.3 Establish and maintain strong working relationships with Sports Medicine and Science personnel and organisations to ensure access to the latest research and developments to aid elite athlete development.
- 7.4 Establish communications and liaison with High Performance Managers and Head National Coaches of other sports to network and share resources and information.

## **Responsibility 8 – National Orienteering League Co-ordinator**

- 8.1 Administer the conduct of the National Foot O League: call for applications by member states to conduct events as a part of the National League. Liaise with; Chair of the Events committee, the Chair of Selectors and National League event organisers to ensure a balanced program of formats. Publicise the NOL program. Provide feedback to organisers and liaise with the technical committee to ensure the ongoing high technical standards of National Orienteering League events as a premier competition structure.
- 8.2 Maintain and update rules and regulations in consultation with the OA Board, and The technical committee (where appropriate) and communicate these with athletes and team managers.
- 8.3 included maintaining NOL results and points on the website, ensuring sponsor commitments are met at each NOL event (eg. ASC and Silva banners, and NOL chest numbers) and announcement of the annual

winners in the presentation ceremony on the last day of the Australian Championships carnival.

### **■ Responsibility 9 – Team Uniform Co-ordinator Foot Orienteering**

- 9.1 ensuring there is an adequate stock of uniforms for foot orienteering well before they are needed, and that there are appropriate arrangements in place to get these to team managers and athletes, that payments are made and accounted for, and to have unused stock returned for auditing purposes.

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# Key Competencies

## 1. LEADERSHIP

- Demonstrated passion and enthusiasm for the organisation's vision, and motivates, leads and empowers others to achieve organisational goals.
- Inspires and leads others toward high levels of performance.
- Credibility and attainment of respect of athletes, coaches and key stakeholders through demonstrated knowledge of the sport and professional leadership style.

## 2. TECHNICAL KNOWLEDGE OF ORIENTEERING AT THE HIGHEST LEVEL

- High-level knowledge of the technical skills of international orienteering.
- Experience and understanding of the competition demands of orienteering at the international level, preferably with experience as a coach and/or athlete at an international level.
- Demonstrated understanding of what it takes to win at the highest level in sport.

## 3. RELATIONSHIP MANAGEMENT

- Ability to establish and maintain positive working relationships with key stakeholders.
- Ability to influence and gain support and buy-in of national high performance policies and programs.
- Ability to manage appropriate relationships with high performance athletes and coaches in the system.

## 4. PROBLEM SOLVING AND ANALYSIS

- Ability to analyse policy and program issues, draw correct conclusions and articulate and formulate clear and focussed policy.
- Ability to understand issues and make systematic and rational judgements based on relevant information.

## 5. STRATEGY FORMULATION

- Ability to formulate strategies and policies, and create new approaches to diverse situations, through a deep understanding of the FTEM model and the entire athlete pathway structure.
- Ability to take a broad view of issues and events, and have an understanding of their longer term impact or wider implication.
- Ability to translate strategies and business and operational plans.

## 6. COMMUNICATION SKILLS

- Ability to effectively communicate technical, tactical and mental skills to athletes to ensure optimal international performances.
- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Effective use of ICT tools software and web based platforms to enhance communication between all stakeholders.

## 7. UNDERSTANDING OF GOVERNMENT AND ORGANISATIONS

- Demonstrates an in-depth knowledge of Government and business processes and decision making.
- Politically astute, and is able to read situations and exhibit sound judgement.

## 8. INTERPERSONAL STYLE

- Has a personal commitment to organisational excellence, displays honesty, integrity, and a strong sense of ethics in all decisions and actions.
- Is resilient, remains calm and deliberate under conditions of stress.
- Maintains a positive non-threatening presence which commands respect from staff, athletes, coaches, members and other stakeholders.

## 9. PERSONAL OBLIGATION

- Has the ability to organise time best to the advantage of Orienteering Australia.
- Manages competing demands to maintain a healthy balance between work and non-work activities.
- Prioritises and manages the key tasks of the role, within the time allocation for the position.

## **Conditions of service**

The position is to be engaged by Orienteering Australia as a casual employee as set out in the Sporting Organisations Award 2010 and relevant provisions of the National Employment Standards. These documents may be obtained via the Fair Work Australia website or can be supplied on request.

Remuneration has been set at \$34.50 per hour for a minimum of 520 hours to be worked per year. This rate equates to an annual payment of \$17,945.



Note that while the position is equivalent to 10 hours per week on average, due to the nature of the work it is expected that actual weekly hours will vary significantly during the year according to national and international events schedules and where opportunities arise that need to be actioned.

In addition, the scheduled super guaranteed contribution will be paid to a nominated superannuation fund and Orienteering Australia will take out workers' compensation insurance for the position.

The position is being advertised in February 2014 for an initial appointment of 2 years. At the end of each 12 month period, there will be a remuneration increase for the following 12 months in line with the increase in the ABS Consumer Price Index during the previous calendar year.