

# Position Description

**Job Title:** National High Performance Administrator, Orienteering Australia,

**Reporting To:** Head Coach / Board of Orienteering Australia

**Performance Review Period:** Annually

---

## Function of the position

### OVERVIEW

The role of the National High Performance (HP) Administrator is to professionally manage and lead the administrative foundation of the orienteering high performance pathway. This role provides administrative support to the Head Coach 'foot', the MTBO coordinator, Director of High Performance and directly to athletes. There is a focus on supporting team managers in their role. The role also takes responsibility for meeting requirements of system partners, through the efficient management of reporting and compliance necessities. The National HP administrator takes proactive responsibility for the development, management and administration of information systems and processes to promote policies, support athletes, coaches and managers, and evaluate and report on the high-performance pathway. A key function is to ensure that administrative systems, processes and data, are efficient and well managed, communicated and processed. In addition, the HP administrator will act as a policy communicator and participate in the resolution of political and ethical issues, such as conflicts of interest between athletes, use of banned substances and breaches of regulations.

### JOB DIMENSIONS

This role reports to the director of High Performance but will be directed by other staff (Head coach, MTBO coordinator) on a regular basis for specific tasks. Central to this role is the need to build and maintain strong relationships through the applicant's ability to collaborate and deliver on-time, and with quality to our system partners and stakeholder groups such as; International event organisers, the Australian Sports Commission, the University Sport organisation etc.

The core functions of the National HP Administrator (Orienteering Australia) are to:

- Develop, implement and coordinate the high performance plan by managing administrative elements of the high performance program through the development of smooth efficient processes and procedures to support athletes, managers, coaches and other support personnel. The National HP Administrator takes primary responsibility in supporting JWOC and WOC managers.
- Promotion of high performance policies and values to athletes, managers and coaches and support personnel.
- Promote, publicise and develop the success and profile of the HP program.
- Initiate administrative processes to implement and develop the high performance strategic plan, operational plans and associated HP pathway activities.
- Implement administrative processes to evaluate and report on the high performance strategic plan, operational plans and HP activities so as to monitor and collect information

- for reporting obligations to ASC, OA board, and other system partners by collating, mapping and monitoring data.
- Proactively inform and educate athletes, managers, squad coaches and team coaches of their moral, legal and ethical obligations as outlined in related policies and procedures of Orienteering Australia and partner organisations (eg. IOF, ASC, ASADA). This will be achieved through the development and refinement of athlete contracts, squad contracts, and ASADA requirements as well as ongoing dissemination of updated information and procedures to all HP personnel.
  - Manage the administrative operations of the Orienteering Australia high performance program including the:
    - management of documents and other resources for smooth efficient running of the program and for succession, development and review.
    - efficient management of athletes and managers so they can maximise success in their roles in meeting reporting, budgeting, communication, planning and scheduling activities and plans.
  - Provide procedural direction and administrative support to coaches and managers to assist the smooth administration and management of national squads and competitions, to promote professional, consistent and well-managed processes to meet competition deadlines at national and international competitions with particular focus on timely communication to enable long term planning and scheduling.
  - In collaboration with the Chair of Selectors and the Head Coach, be responsible for the smooth administration of the selection process by co-ordinating selection communication and managing nominations and communications of national junior and open teams for international competitions.
  - In collaboration with the High Performance Director and Head Coach formulate position descriptions for team coaches and managers and arrange for their appointment by advertising for these and managing the application process.
  - Respond to enquiries or requests for information central to the High Performance program.
  - Liaise with University Sport, regional committees and national governing bodies to develop key aspects of the competition structure by meeting the requirements of these bodies.
  - Advise system partners on areas such as organisation, funding, promotion and regulations;
  - In accordance with OA procedures, managing and monitoring all allocated budgets outside of the head coaches responsibility, controlling finance allocated for activities and co-ordinating or raising sponsorship;
  - Assist athletes to manage their administrative responsibilities and communicate these via bulletins and an up to date athlete contract.
  - System coordinator role.

The National HP administrator 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 athlete pathways and competition structures nationally, with a view to increasing quality and quantity of athlete excellence and performance.
- Provide direction and oversight to the implementation of administrative process to support the HP program.
- Be the key structural coordinator and monitor of the HP program and as such, use high-level communication and liaison skills with both internal and external stakeholders to maximise success of the system and the early communication and resolving of issues.

---

# Responsibilities

## **Core functions:**

### **■ Responsibility 1 – Develop and assist with the smooth implementation of the HP Plan**

- 1.1 Develop in collaboration with the Head Coach, 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 and the Head Coach on the high performance program, including: progress against plans and KPIs and any developments or evolution of strategy; as well as athlete, coach, and manager feedback from programs.
- 1.3 Provide administrative support to other HP roles and disseminate HP information to athletes, coaches, managers and selectors.
- 1.4 Coordinate administrative consistency across the system in line with OA, ASC policies and processes and be the main co-ordinator to ensure that ASC compliance processes are integrated into HP procedures and plans.

### **■ Responsibility 2 – Coordinate the appointment and roles of HP personnel**

- 1.5 Coaches: In consultation with the Head Coach and MTBO co-ordinator, assist as required, with the appointment of coaches to support national teams. Where appropriate, assist the Head Coach in implementing a framework (i.e roles, responsibilities, reporting requirements) for these positions and maintain regular liaison assist with operations against this framework.
- 1.6 Managers and selectors: Determine what managers are required for national teams and arrange for their appointment. Establish framework (i.e roles, responsibilities, reporting requirements) for these positions and maintain regular liaison to manage and assist with operations against this framework. (In consultation with Director High Performance and OA operation manual)
- 1.7 Lead, manage and establish responsibilities for all non-coaching staff involved in the effective running of the high performance program, including both paid and volunteer staff (admin, officials, team managers, media representatives, etc.).

### **■ Responsibility 3 – Support people in HP positions by assisting in or completing duties**

- 3.1 Provide administrative support for team managers by supplying planning schedules, budgeting templates and structural exemplars. Where appropriate provide mentoring support and advice particularly for inexperienced managers, or by completing these duties.

- 3.2 Facilitate extra coaches and experts to support athletes and attend training camps.
- 3.3 Assist athletes in meeting their administrative requirements in a timely manner through frequent communications and long term planning.
- 3.4 Provide squad and team coaches, and managers with athlete feedback from monitoring processes.
- 3.5 Keep coaches, managers and other HP staff informed of obligations and changes to processes and procedures (ie member protection, ASADA procedures, etc).

#### **■ Responsibility 4 – Monitor the HP program to ensure effective operations**

- 4.1 Seek official and athlete feedback on the suitability of programs, performance of teams and team officials and any other issues of relevance.
- 4.2 In consultation with other OA HP program staff, manage any issues relevant to athlete performance, behaviour or any other significant issue arising.

#### **■ Responsibility 5 – Publicise the HP team’s achievements, both domestically & internationally**

- 5.1 Publish on website and in OA magazine, and other areas, where applicable.
- 5.2 Co-ordinate and manage a media representative/s and reporting at major competitions.

#### **■ Responsibility 6 – Carry out the role of OA athlete welfare and integrity officer**

- 6.1 Maintain a relationship with ASADA, athletes and officials to ensure OA and athletes are meeting anti-doping, code of conduct and member protection responsibilities.
- 6.2 In association with the national head coach (foot) facilitate the dissemination of sports science and sports medicine research (as appropriate) to network coaches, through the Orienteering Australia Coaching Committee.

#### **■ Responsibility 7 – Stakeholder Servicing**

- 7.1 Develop strong working relationships with key stakeholders including with the ASC, SIS/SAS providers, SSSM staff, IOF, sponsors and suppliers in relation to HP.
- 7.2 Prepare any reporting, evaluations or information as requested from key stakeholders, in consultation with other HP staff (HP Manager & HP Director).

- 7.3 In association with the national head coach (foot) establish communications and liaison with High Performance Managers and Head National Coaches of other sports to network and share resources and information.

#### **Responsibility 8 – Facilitate Orienteering at the University level**

- 8.1 Liaise with the Australian University Sports High Performance Manager re participation in World University Orienteering Championships, re selection criteria and management.
- 8.2 Coordinate applications for national squad / team members to either a) enter a university elite athlete scheme or b) seek additional university entry points as an elite athlete.
- 8.3 Publicise and coordinate the running of an Australian University Orienteering Championships concurrent with the Australian 3 Days Championships at Easter.

#### **Responsibility 9 – System leadership, relationships and liaison**

- 9.1 Provide leadership as National Administrative Officer to the sport to embrace professional systems for excellent conduct of elite programs and set exemplary examples to non-elite participants. Keep up to date and informed of sport administration issues through system partners and update HP personnel of these matters.
- 9.2 Develop and maintain effective and productive relationships with:
- the Director High Performance and Board of Orienteering Australia;
  - the Head coach and MTBO coordinator
  - 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.)
- 9.3 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.
- 9.4 Establish communications and liaison with High Performance Managers and Administrators of other sports to network and share resources and information

#### **Responsibility 10 – Team Uniform Coordinator MTBO Orienteering**

- 10.1 ensuring there is an adequate stock of uniforms for MTBO 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.

## **Responsibility 11 – Promotion of MTBO in MTB circles**

11.1 engage with the off-road MTB clubs in each state and nationally to cross promote MTBO to MTB riders, and MTB training and competition to MTBO riders. The number of MTBO riders is very small and there are hundreds of thousands of MTB riders. So there is enormous potential to greatly increase MTBO elite performance by recruiting highly fit MTB riders and training them in MTBO navigation. The MTBO co-ordinator is to develop and implement strategies in this area.

---

## Key Competencies

### **SELECTION CRITERIA**

#### **1. LEADERSHIP**

- Demonstrated passion and enthusiasm for the organisation’s vision. Motivates, leads and empowers others to achieve organisational goals and efficient, purposeful administrative standards.
- Inspires and leads others toward high levels of organisation, and collaboration. Showing initiative by implementing administrative processes to support managers, athletes, and coaches.
- Credibility and attainment of respect of athletes, coaches and managers and key stakeholders through demonstrated personal integrity, knowledge of sport administration, management of people and professional organisational and communication style.

#### **2. KNOWLEDGE OF ORIENTEERING ADMINISTRATION AND PROCESSES**

- High-level knowledge of the administration of international orienteering and current high performance plans and policies and administrative procedures to achieve these.
- Experience and understanding of the management demands of orienteering at the national and international level, preferably with experience as a manager and/or coach at an international level or similar vocational expertise.
- Demonstrated understanding of what system support is required achieve at the highest level in sport and an ability to initiate administrative foundations for the success of these systems.

#### **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 managers 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, communication strategies, and administrative processes to promote these by initiating administrative support to other HP personnel.
- 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 values and priorities.
- 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 operational plans into action.

#### 6. COMMUNICATION SKILLS

- Ability to effectively communicate administrative requirements to athletes, managers to ensure optimal organisation of international teams.
- 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 and in-depth knowledge of Government and business processes and decision making.
- Politically astute, and is able to read situations and exhibit sound judgement and initiate intervention to manage issues early.

#### 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 and organisation and accountability 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.

## 10 SKILLS AND KNOWLEDGE

- Computer literacy is essential including MS Office suite along with an aptitude in learning other specific software and document management systems for collaboration on documents and data.
- Knowledge of the principles of sport development (coaches, players and officials) and how to apply these in a practical setting to orienteering.
- Understand the principles of how sports competitions are administered.

## 11. PERSONAL ATTRIBUTES

- Excellent verbal and written communication skills with an ability to relate to a wide range of people from different age and cultural backgrounds.
- Capable of working within a small team or independently.
- Being proactive with the ability to solve problems, work under pressure and meet deadlines is necessary to succeed in this role.
- Reliable, have a good work ethic and be able to keep progressing things even when it's still ambiguous.

## **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 364 hours to be worked per year. This rate equates to an annual payment of \$12,560.
- Note that while the position is equivalent to 7 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.