

Position Description

Job Title: National MTBO Coordinator, Orienteering Australia,

Reporting To: Head Coach / Board of Orienteering Australia

Performance Review Period: Annually

Function of the position

OVERVIEW

The role of the MTBO coordinator is to manage the competition structure, administration, coaching and promotion of the MTBO High Performance structure and athlete pathway at the national level. The MTBO coordinator takes responsibility for the development, management and administration of the MTBO teams, squads and competition structure and uses the structures and resources of the Foot O pathway to assist with this. It is an overall coordination role of all aspects of the MTBO program in association with the support of the MTBO committee, the national MTBO coaches and managers and collaboration with the National Head Coach 'foot'.

The core functions of the MTBO coordinator (Orienteering Australia) are to:

- Develop, lead, implement and coordinate a national MTBO high performance strategy and program aimed at identifying, developing, coaching and/or mentoring potential and existing world class athletes and coaches along key levels of the MTBO athlete pathway.
- Develop, lead and implement key strategies and structures along the athlete pathway that assist entry into and along the MTBO High Performance pathway so as to assist athletes and their development towards an international level.
- Act as an athlete pathway manager for key talented athletes to transition along the pathway.
- Manage the MTBO operations of the Orienteering Australia MTBO high performance program including the:
 - management of allocated budgets and other resources and/or program partners;
 - efficient management of any national MTBO high performance staff (coaching, managing officials and event organisers).
- Provide technical direction and support to MTBO coaches and managers to assist case management of athletes in the national squads, to promote peak performance aptitudes at national and international competitions with particular focus on success of national MTBO junior and senior teams.
- In collaboration with the MTBO Selectors, be responsible for developing selection policies and managing selection of national junior and open teams and squads for international competitions.
- Be a member of the selection committee, in collaboration with the MTBO committee and the chair of selectors, be responsible for developing selection policies and managing selection of the MTBO National Teams.
- Be a member of the selection committee for appointment of other coaches.

- Guide and support the National MTBO coaches and managers with a focus on providing succession planning strategies, Sports Science and Sports Medicine resources. In addition, provide mentoring material to support elite coaches (This master coach role may, or may not be another coach).
- Provide long term planning for competition structures so as to;
 - a) enable athletes and organisers to make long term plans (2-3 year outlook)
 - b) provide athletes with broad technical experience, and a comprehensive and developmental curriculum and competition structure as they develop along the pathway.

The National MTBO Coordinator 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 MTBO athlete pathway and competition structure 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 and competition program including overseeing the development and mentoring of coaches and event officials.
- Be the figurehead for MTBO, including high-level communication and liaison with both internal and external stakeholders.

Responsibilities

Core functions:

■ Responsibility 1 – MTBO High performance program planning

- 1.1 Develop, in collaboration with the MTBO committee, for the approval of the Board the Orienteering Australia, the MTBO elements of 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 MTBO high performance program, including: progress against plans; any developments or evolution of strategy; and athlete progress and performances.

■ Responsibility 2 – Manage the MTBO High Performance program

- 2.1 Be responsible and accountable for the management and operations of the MTBO High Performance Program including planning, logistics, budgets, insurances and resource allocation.
- 2.2 With the assistance of the MTBO national coach and manager, guide the leadership and management of the national teams as the pinnacle of the MTBO pathway and be a key resource for realising the achievement of Orienteering Australia's MTBO high performance outcomes. Oversee, manage and support the MTBO national team coach and manager for successful tours.

- 2.3 Manage the relationships with other system partners including the MTBO committee and any State associations and state coaches in relation to MTBO.
- 2.4 When appropriate, Lead and manage any staff involved in the effective running of the MTBO high performance program, including both paid and volunteer staff (admin, coaching, officials, team managers, service staff etc.).

■ Responsibility 3 – Technical direction of MTBO national squad athletes

- 3.1 Provide technical direction and guidance for key athletes in the national MTBO squad, including setting of targets and objectives to ensure optimal development. This will be directly or via the athletes assigned coach or allocating athletes with an assigned coach and web based resources.
- 3.2 Where viable, schedule, plan and facilitate the running of domestic national training camps.
- 3.3 In association with the national head coach (foot) and in conjunction with the AIS Sports Science Sports Medicine, and other partners and service providers as appropriate, contribute to 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; and
 - iv. Contribute to the analysis and review of servicing.

■ Responsibility 4 – MTBO International Team selection and coaching

- 4.1 In collaboration with the Chair of Selectors, and MTBO committee develop philosophy and criteria for the selection of MTBO team members, and staff, to represent Australia at international events including open and junior World Championships, World Cups, and AUS v NZ test matches.
- 4.2 In collaboration with the Chair of Selectors, facilitate and oversee the MTBO selection events, and publication of these, for team members seeking representation.
- 4.3 Participate as a member of the MTBO athlete Selection Committee.
- 4.3 Participate as a member of the MTBO Coach Selection Committee

Additional advisory functions:

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

- 5.1 Advise and assist the Head Coach, Director High Performance, and MTBO committee to develop strategies to further develop MTBO, particularly with

regard the development of a broader base of athletes to feed into a pathway of high performance excellence.

- 5.2 Where viable, 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 MTBO athletes; and facilitate the development of a skill acquisition program to fast-track coaching of identified talent transfer athletes.

■ Responsibility 6 – Advise on MTBO national coaching program and standards

- 6.1 Advise and provide MTBO 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 MTBO coaches including involvement, when possible, in the conduct of regional coach development workshops to enhance coaching skills and knowledge across the network.
- 6.3 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 – System leadership, relationships and liaison

- 7.1 Provide leadership as National MTBO coordinator 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 National Head coach (foot O)
 - 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 In association with the national head coach (foot) 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 In association with the national head coach (foot) maintain communications and liaison with High Performance Managers and Head National Coaches of other sports to network and share resources and information.

- 7.5 Maintain close relationship with the Foot O HP structure so as to efficiently utilise the synergies that are possible by using and modifying parallel structures and resources.

■ Responsibility 8 – National Orienteering MTBO League Co-ordinator

- 8.1 Administer the conduct of the National MTBO 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 MTBO National League event organisers to ensure a balanced program of formats. Publicise the national MTBO program. Provide feedback to organisers.
- 8.2 Maintain and update rules and regulations in consultation with the OA Board and technical committee (where appropriate), athletes and team managers.
- 8.3 Advise and liaise with organisers to ensure the high standard of events in the National MTBO league and develop, (in association with the MTBO committee) and disseminate technical checklists and policies to event organisers.

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 MTBO ORIENTEERING AT THE HIGHEST LEVEL

- High-level knowledge of the technical skills of international MTBO 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 MTBO international level.
- Demonstrated understanding of what it takes to win at the highest level in sport.

3. RELATIONSHIP MANAGEMENT AND SYSTEM COLLABORATION

- 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 and 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 156 hours to be worked per year. This rate equates to an annual payment of \$5,380.

Note that while the position is equivalent to 3 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.