



## POSITION DESCRIPTION

Revision Date: 18/08/2015

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<b>Position Title:</b>	<b>Aerial Skiing Technical Coach</b>
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<b>Reports to:</b>	Head Coach Administration and Accounts Manager Chief Executive Officer
<b>Responsible for:</b>	OWIA Contracted Athletes Program Service Staff
<b>Functional Budget:</b>	As per approved sport program budget
<b>Location/s:</b>	Olympic Winter Institute of Australia (OWIA) Level 2, 105 Pearl River Road, Docklands, VIC 3008
<b>Employed By:</b>	OWIA
<b>Employment Status:</b>	Full Time

### Primary Purpose of Position

To provide world's best Aerial Skiing technical coaching for both training and competition.

### Role and Responsibilities

The OWIA Aerial Skiing Technical Coach will provide:

- Technical coaching and top coaching during competition
- Assistant Coach duties as required
- Program administration
- Athlete welfare
- Equipment management
- Logistical duties as required

### Responsibilities and Measures

Task	Outcomes and Measures
1. Responsible for technical coaching and top coaching during competition	<b>Outcome:</b> Oversee athlete training and welfare on a day to day basis. <b>Measure:</b> Achievement of peak performance during competition

2. Teach and develop athlete skills	<b>Outcome:</b> Develop athlete knowledge of technique and provide technical feedback <b>Measure:</b> Athlete skill progression
3. Provide comprehensive administration support to athletes and program staff as required	<b>Outcome:</b> Communicate regularly and effectively with all athletes and program staff <b>Measure:</b> Feedback from athletes and program staff. Assessment by Chief Executive Officer
4. Timely and efficient completion of program documentation	<b>Outcome:</b> Inclusion in OWIA reports <b>Measure:</b> Feedback from Chief Executive Officer
5. Responsible financial management	<b>Outcome:</b> Work within budget and source savings whenever possible. Seek approval for non-budgeted expenditure. <b>Measure:</b> Assessment against budget
6. Provide coaching support to underpinning sport programs as required	<b>Outcome:</b> Collaboration with National Sport Organisations (NSO) and State Institutes/Academies of Sport (SIS-SAS) <b>Measure:</b> Feedback from NSO and SIS/SAS
7. Contribute to the development of training and competition plans and athlete KPI's	<b>Outcome:</b> World's best program plans, documented and included in OWIA reports <b>Measure:</b> Feedback from athletes and program staff. Assessment by Chief Executive Officer
8. Assistant Coach duties	<b>Outcome:</b> Assist the Head or Lead Coach to deliver an elite athlete program as required. <b>Measure:</b> Feedback from Lead or Head Coach and program staff. Assessment by Chief Executive Officer
9. Logistical duties	<b>Outcome:</b> Assist or take responsibility for logistical tasks including driving, preparing & organising program activities as required. <b>Measure:</b> Feedback from program staff. Assessment by Chief Executive Officer
10. Responsibility for and management of equipment inclusive of; video cameras, radio's, skis, and relevant training apparatus	<b>Outcome:</b> World's best training opportunities and equipment <b>Measure:</b> Feedback from athletes and program staff. Assessment by Chief Executive Officer
11. Work with talent identification personnel to solidify a process to identify and select athletes for the Aerial Skiing Program	Ongoing recruitment of high caliber athletes into the Aerial Skiing Program. <b>Measure:</b> Feedback from Talent ID personnel and assessment by Chief Executive Officer
12. Work with service staff to provide world's best physical and mental preparation to athletes	<b>Outcome:</b> Athletes are physically and mentally prepared for competition. <b>Measure:</b> Feedback from athletes and service staff, assessment by Chief Executive Officer. Achievement of Peak Performance.
<b>General Performance Indicators</b>	
Ability to work within a team environment and to relate harmoniously with athletes, coaches and staff on a daily basis	
Effective relationships with stakeholders, sponsors, resorts and facility management, SIS-SAS and NSO's	

Efficient and effective sport program operations	
Relationships	
With	Purpose
Reports to the Chief Executive Officer	Provide updates regarding the day to day delivery of the sport program
Liaison with OWIA Aerial Skiing Management Team	Plan and deliver the sport program
Liaison with Australian Institute of Sport (AIS) and SIS-SAS service staff	To assist, lead and share wherever possible to ensure the best possible development of athletes within the Aerial Skiing pathway
Liaison with OWIA administration staff	Work together to ensure program operations are world's best
Liaison with NSO - Ski and Snowboard Australia (SSA)	Integrated approach to ensure best practice and growth of the sport
Liaison with ski resorts	Cooperative relationships are in place to ensure the delivery of world's best sport programs

Qualifications
Essential
Current Drivers License
First Aid
Suitable international competition coaching experience at a World Championships, World Cup and/or Olympic Winter Games level
Desirable
Demonstrated understanding of the structure and dynamics of Australian sport and government processes.
Demonstrated high level networking to effectively develop, maintain and improve partnerships, network and sponsor relationships

Experience and Skills
Essential
Ability to meet competing demands through prioritisation in a results oriented environment. Exceptional organisation and time management skills are a requirement.
Be hands-on and multi task; an ability to move effectively between strategic & operational levels.
Demonstrated ability to work within a team as well as the ability to work independently. Possess a high level of personal initiative and autonomy.
Excellent negotiation and conflict resolution skills together with excellent oral and communication skills.
Demonstrated knowledge and sound use of Microsoft Office software such as Outlook, Excel, Word and Access.
Demonstrated ability to exercise sound judgement, observe confidentiality and use discretion.
Be able to work at a high intensity with a strong self-driven work ethic.
Ability to contribute to the development of the OWIA high performance culture and environment.

<b>Desirable</b>
Proven personal and professional skills related to dealing with athletes from widely diverse age groups.

## Aerial Skiing Technical Coach

### JOB DESCRIPTION - CORE COMPETENCIES

No	Competence	Description
1	<b>Innovation</b>	Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo
2	<b>Collaboration</b>	Has a complete understanding of their role within their own and associated organisations; effectively collaborates within and outside the organisation to achieve common goals
3	<b>Interaction</b>	Demonstrates exceptional ability to achieve results through effectively working with others; always sensitive and responsive to the needs and views of others; excellent at establishing goodwill and win-win relations
4	<b>Communication</b>	Extremely efficient in the clear expression of both written and verbal communication; always able to structure ideas in an articulate manner and adapt the message to the audience; ensures that the message is understood
5	<b>Flexibility</b>	Complete understanding of how to manage change and help others through the transition; adapts personal style to the individual and the demands of the situation
6	<b>Athlete Welfare</b>	Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible
7	<b>Job Skill/ Knowledge</b>	Always displays a complete and extremely high level of knowledge and skills specific to all areas of responsibility and tasks of their position
8	<b>Planning</b>	Demonstrates sound project planning, management and scheduling skills; always prioritises work and understands project details; always able to assess, evaluate and select the required resources
9	<b>Attention to Detail</b>	Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised
10	<b>Time Management</b>	Extremely good at prioritising time and resources in maximising effectiveness; constantly looking for indications that resources and time are not being used to best advantage; deadlines are always met

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_