**POSITION DESCRIPTION**

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| Revision Date: | **11/2/2015** |
| Prepared by: | **Dave Crosbee** |

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| **Position Title:** | **VIS Diving Program Manager** |

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| **Program/Dept:** | VIS Performance Team | **Reports to:** | VIS Performance Manager |
| **Functional Budget** | In excess of $200k | **Direct Reports:** | Collaboration with the VIS Diving Head Coach |
| **Location/s:** | VIS and Melbourne Sports and Aquatic Centre or other locations as may be required by the program |
| **Employment Status:** | Part Time – refer to the Enterprise Agreement for hours of work |

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| **Primary Purpose of Position** |
| The VIS Diving Program Manager is the leader of and a key contributor to the overall development and implementation of the VIS Diving Program. The major focus of this position is to:1. Provide direction and support to the VIS Diving Head Coach
2. Oversee the VIS Diving Program so that it operates as a World Class program in line with direction provided by Diving Australia (DA)
3. Organize the support providers for the diving program
4. Operate as the main contact person for the VIS Diving Program between Diving Australia (DA); Diving Victoria (DV) and VIS support providers and staff
5. Working with Diving Australia (DA) and Diving Victoria (DV) to ensure the Diving program complements the national and state direction of the sport
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| **Responsibilities and Measures** |
| **Task** | **Measures and Outcomes** |
| 1. Provide leadership to the VIS Diving Program in line with the DA High Performance Program strategic direction.
 | Develop a weekly, monthly and yearly program plan together with the Head Coach and implement a high performance methodology in consultation with DA National Technical Manager |
| 1. Ensure that the VIS Head Diving Coach produces individualised training and competition programs for athletes in the VIS Squad in consultation with the DA National Technical Manager
 | Individualised training and competitions plans produced, implemented and monitored |
| 1. Monitor the continual progression and improvement of athlete performances against objectives and agreed targets through an elite athlete performance tracking system with input from the DA National Technical Manager
 | Regular reports provided to Diving PMM and VIS Performance Manager through personal meetings and/or emails |
| 1. Ensure technological advances and dry land facilities are used to enhance the quality of the daily training environment
 | Support the VIS Head Coach to make use of existing dry land equipment and employ innovative best practice training methods within budget constraints |
| 1. Provide six monthly reports to the Program Management Group
 | Six monthly reports circulated to the Program Management Group prior to the meeting |
| 1. Plan and co-ordinate designated support services to the program including sport science, sport medicine, physical preparation, and athlete career and education (ACE)
 | Convene monthly meetings with the VIS Head Coach and support personnel including sport science, sport medicine, physical preparation and the ACE representatives and implement agreed actions |
| 1. Manage the Diving program budget in consultation with the VIS Head Coach and VIS Performance Manager and perform administrative tasks as required
 | Financial and administrative accountability within limits set by the VIS budget |
| 1. Liaise with DA and DV to support the development and implementation of a Talent Identification and Talent Development (TID) program
 | Build a close working relationship with DA and DV through regular and effective communication, and be a contributor to the TID program |
| 1. Maintain effective communication with athletes, administrators and parents
 | Provide timely and regular updates to athletes, administrators and parents with regards to training and competition arrangements |
| **General Performance Indicators** |
| Program KPIs as outlined and agreed in the partners Agreement |
|  Evidence of multidisciplinary program delivery and engagement of service providers measured through feedback by providers |
| Timeliness and standard of reporting on progress of athletes |

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| **Relationships** |
| **With** | **Purpose** |
| VIS Performance Manager | Oversee strategic planning and delivery of the Diving program and development of individual athletes |
| VIS Diving Head Coach  | Collaboration on the day to day planning and delivery of the program |
| Diving Australia, through regular communication and contact with the High Performance Manager and National Technical Manager | Integration with national pathway programmes and provide a clear pathway for VIS athletes into the Australian Diving Team and DA National Squad |
| Diving Victoria through regular communication with the Executive Officer | Integration with state pathway programs |

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| **Core Competencies\* & Personal Qualities** |
| **Essential** |
| **Competencies** | **Qualities** |
| LeadershipDecision MakingInnovation | CollaborationInteractionCommunicationAthlete Welfare | Job Skill/KnowledgePlanningTime Management | Passion for sporting achievementPersonal commitment to excellenceContribute to high performance culture |
| **Desirable** |
| **Competencies** | **Qualities** |
| People Development | Learning | Vision | Daring to challenge the status quo |

\* *See ‘Job Description – Core Competencies’ table for description of individual competencies*

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| **Qualifications** |
| **Essential** |
| International experience as a diver, official or as a coach |
| Current Victorian Working with Children Check (must be in place before employment commences) |
| **Desirable** |
| Current First Aid qualification |

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| **Experience and Skills** |
| **Essential** |
| Relevant high performance diving experience.  |
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| Understanding of the concepts of sport science, sport medicine and physical preparation  |
| High level of self motivation and ability to work as part of the VIS team |
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| Well developed interpersonal skills, including the ability and desire to consult, negotiate and build collaborative relationships  |
| **Desirable** |
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| Experience and ability in dealing with service provider, volunteers and parents |

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| **Memberships and Associations** |
| VIS Diving Program Management Group |

JOB DESCRIPTION - CORE COMPETENCIES

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| **No** | **Competence** | **Description** |
| 1 | **Leadership** | Demonstrates exceptional ability in setting a vision/goals and influencing and inspiring others to achieve this vision; always brings out the best in others |
| 2 | **Decision Making** | Displays an exceptional ability to evaluate relevant information, compare options and select the optimum alternative; looks beyond the obvious and superficial to analyse all possible risks and outcomes; learns from previous mistakes |
| 3 | **Innovation** | Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo |
| 4 | **Collaboration** | Has a complete understanding of their role within their own and associated organisations; effectively collaborates within and outside the organisation to achieve common goals |
| 5 | **Interaction** | 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 |
| 6 | **Communication** | 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 |
| 7 | **Athlete Welfare** | Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible |
| 8 | **Job Skill/** **Knowledge** | Always displays a complete and extremely high level of knowledge and skills specific to all areas of responsibility and tasks of their position |
| 9 | **Planning** | 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 |
| 10 | **Time Management** | 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 |
| 11 | **People** **Development** | Naturally adopts a mentor role; creates an atmosphere of constructive challenge; encourages regular performance appraisals; strongly believes in the benefits of training and coaching |
| 12 | **Learning** | Always willing to look for and participate in learning opportunities; extremely curious to broaden and enrich skills and field of expertise |
| 13 | **Vision** | Continually seeks ways to improve both individual and organisational performance in order to influence the organisation’s future; communicates this vision to others; always expresses the vision through behaviour and applies it in practice |

 