**POSITION DESCRIPTION**

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| Revision Date: | **08.01.18** |
| Prepared by: | **Dave Crosbee** |

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| **Position Title:** | **Aerial Skiing Program - Jumps Coach** |

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| **Incumbent:** |  |

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| **Program/Dept:** | Aerial Skiing Program | **Reports to:** | Aerial Skiing Program Manager/ Ski Coach |
| **Direct Reports:** | Nil |
| **Location/s:** | VIS (Albert Park); OWIA; travel to training locations | | |
| **Employment Status:** | Full time – refer to Enterprise Agreement for hours of work | | |

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| **Primary Purpose of Position** |
| The purpose of the VIS Aerial Skiing Program - Jumps Coach is to;   1. Plan, deliver & review water jump, ski jump and trampoline technical coaching. 2. Plan, deliver, monitor and review camp based jump & trampoline activities and the daily training environment of the VIS Aerial Skiing Program. 3. Assist in identification and recruitment of new athletes to the program. 4. Organise and conduct regular athlete reviews to assess progress along the prescribed athlete development pathway and recommend athlete progress or removal from the programme.   The Program Coach will play a ‘hands on’ role with athletes (and where appropriate, their parents), service providers and other support personnel to ensure the delivery of an effective development program. |

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| **Responsibilities and Measures** | |
| **Task** | **Measures and Outcomes** |
| 1. Provide advanced technical coaching in water jumping, ski jumping and trampoline. | Regular coaching sessions conducted, with athletes being provided with clear, formal objectives, expectations and progress reports. |
| 1. Maintain detailed records of athlete performance in training. | Regular review and planning meetings held with athletes with records maintained & available on the Athlete Management System (AMS) where applicable. |
| 1. Provide regular reports on athlete performance, to the Aerial Skiing Program – via the Program Manager/ Ski Coach; VIS Performance Manager (Podium) and the CEO of the Olympic Winter Institute of Australia as required. | Reports delivered showing athlete progress against the agreed program technical pathway. |
| 1. In conjunction with the Aerial Skiing Program Manager/ Ski Coach, develop and provide annual and multi-year program plans with expected dates for releasing camp and program information. | Plans produced and information delivered according to agreed timelines and processes. |
| 1. Support coordination and management of the Mt Buller Skiing camps and Australian based Water Jumping camps in conjunction with the VIS Aerials Program Manager/ Ski Coach. | Domestic camps planned, with relevant information provided to athletes and staff prior. Camps delivered & conducted successfully with post camp debriefs conducted and reported on. |
| 1. Support coordination and management of the overseas ski training and water jumping camps as required in conjunction with the VIS Aerials Program Manager/ Ski Coach. | International camps planned, with relevant information provided to athletes and staff prior. Camps delivered & conducted successfully with post camp debriefs conducted and reported on. |
| 1. Integrate activities of relevant support service providers where required. | Athlete and program plans in place identifying outcomes and required delivery times/ approaches for relevant support services. |
| 1. Ensure a clear interface with the National /World Cup Team aerial skiing program, its coaching and athlete support programs | Optimized athlete outcomes through integrated programs.  Athletes’ progression clearly related to outcomes as identified by reference to international performance standards. |
| 1. Provide assistance and support in the recruitment and talent transfer process involving targeted gymnastic programs as well as through school and club based programs. | Continuation and development of established recruitment practices, delivering an ongoing intake of talent transfer athletes into the Aerial Skiing program |
| 1. Maintain and develop relationships with national gymnastics coaching staff/ ‘Spin to Win’ staff - to assist in talent transfer to Aerial Skiing program. | Positive relationship with gymnastics via the ‘Spin to Win’ program to deliver an ongoing intake of talent transfer athletes into Aerial Skiing program |
| 1. Maintain regular and effective communication with athletes, program staff and program partners | Demonstrated communication and feedback from athletes, staff and partners |
| 1. Administer VIS Aerial Skiing program equipment under guidance from the Aerial Skiing Program Manager/ Ski Coach | All equipment accounted for and maintained |

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| **General Performance Indicators** |
| 1. Achievement of program and athlete targets as detailed in the agreement with the OWIA/SSA  2. Quality of daily training environment and athlete support programs |

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| **Relationships** | |
| **With** | **Purpose** |
| VIS Aerial Program – Program Manager/ Ski Coach | Ensure a clear coordinated approach to the Ski and Jumping activities of the Aerials Programme |
| VIS Performance Coordinator | Oversee day-to-day delivery of the Aerial Skiing program and development of individual athletes. |
| VIS Performance Manager (Podium) | Oversee long term delivery of the aerial skiing program and development of individual athletes in conjunction with the VIS Aerial Program – Program Manager/ Ski Coach |
| Olympic Winter Institute of Australia CEO and staff | Integration with national pathway programs within the OWIA together with the VIS Aerial Program – Program Manager/ Ski Coach |

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| **Core Competencies\* & Personal Qualities** | | | |
| **Essential** | | | |
| **Competencies** | | | **Qualities** |
| Leadership  Decision Making  Innovation  Collaboration | Interaction  Communication  Flexibility  Athlete Welfare | Job Skill/Knowledge  Planning  Attention to Detail | Passion for sporting achievement  Personal commitment to excellence  Contribute to high performance culture |
| **Desirable** | | | |
| **Competencies** | | | **Qualities** |
| People Development | Vision | Time Management | Daring to challenge the status quo |

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

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| **Qualifications** |
| **Essential** |
| Bachelor degree in Sport Science/management/coaching or equivalent or on pathway to this level  Current First Aid qualification  Victorian Working With Children Check  Current Driver’s License |
| **Desirable** |
| Graduate qualification in Sport Science or Applied Science (Human Movement/Physiology) |

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| **Experience and Skills** |
| **Essential** |
| Aerial Skiing experience as either a coach and/or as a high level competitor  Knowledge and understanding of high performance requirements for athletes to aspire to and succeed at the highest international level  Demonstrated ability to work within a team as well as the ability to work independently; possess a high level of personal initiative and autonomy  Demonstrated ability to communicate with coaches and athletes in a way that converts complex sport science principles and techniques into sports language  Proven experience working with developing and elite athletes and coaches including the development and implementation of successful programs  A clear understanding of the requirements to achieve performance excellence  IT capability including sound knowledge of Microsoft Office suite of programs, email, internet and SMS |
| **Desirable** |
| Experience in working within an integrated program environment  Experience with the use of AV analysis and statistics programs and interpreting biomechanics data  Ability to relocate and operate in Victoria and deliver camps based activities domestically & overseas |

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| **Memberships and Associations** |
| VIS Aerial Skiing Program Management Group |

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| **Assets** |
| VIS Aerial Skiing program equipment |

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| **Employee’s signature:** |  | **Date:** |  |

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| **Manager’s signature:** |  | **Date:** |  |

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| **Review period:** | Annually (formal) |

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| **Next review date:** | <insert formal review date> |

**AERIAL SKIING**

**PROGRAM COACH**

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 | **Flexibility** | 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 |
| 8 | **Athlete Welfare** | Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible |
| 9 | **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 |
| 10 | **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 |
| 11 | **Attention to Detail** | Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised |
| 12 | **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 |
| 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 |
| 14 | **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 |