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| Revision Date: | **6/8/18** |
| Prepared by: | **Rob Leeds** |

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| **Position Title:** | **Head Coach – Victoria (VIS)** |

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| **Program/Dept:** | VIS Performance Team | **Reports to:** | VIS Performance Manager (Pathways)  |
| **Functional Budget** | VIS - in excess of $230k | **Direct Reports:** | Pathway Contract Coaches |
| **Location/s:** | VIS, GV, GA, Spring Valley Golf Academy and various State, National and International courses and training facilities |
| **Employment Status:** | Refer to Enterprise Agreement for hours of work and remuneration package |

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| **Primary Purpose of Position** |
| The incumbent is a key contributor to the overall development and implementation of the VIS Golf Program, the Golf Australia Rookie Pro Program, should Victorian athletes be selected and strategic and technical direction of underpinning pathway programs.The role is primarily aimed at achieving the following goals:1. Identifying, developing and working with talented male & female Golf athletes to prepare them to achieve international success with the goal of attaining Top 100 male/female world ranking status as well as Major and Olympic success
2. Identifying and providing guidance to talented coaches within the State.
3. Working with Golf Australia to ensure the program and the pathway compliments the national direction of the sport.
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| **Responsibilities and Measures** |
| **Task** | **Measures and Outcomes** |
| 1. In consultation with the GA HP Manager (Victoria), implement and provide leadership to the VIS Golf Program
 | Develop a weekly, monthly and yearly program plan and implement a high performance methodology in consultation with GA HP Manager and collaboration with the VIS Performance Manager (Pathways) |
| 1. In consultation with the GA HP Manager (Victoria) and in collaboration with the VIS Performance Manager (Pathways), design and conduct an elite golf program for the VIS squad incorporating a daily training environment that will expose elite development male and female athletes to the physical, technical and mental loads required to compete successfully at national & international level as part of an effective GA Elite Athlete Pathway
 | Production of individualized training and competition programs for male and female athletes in the VIS Squad in consultation with the GA HP Manager (Victoria) and collaboration with the VIS Performance Manager (Pathways) |
| 1. Develop, including technique and skill levels, and prepare elite male and female development athletes who have the potential to progress to Professional ranks.
 | Continual progression and improvement of athlete performances against objectives and agreed targets through an elite athlete performance tracking system |
| 1. Report on a regular basis to the VIS Performance Manager (Pathways) and GA HP Manager (Victoria) regarding program implementation and the development of individual athletes within the VIS and underpinning programs
 | Provide regular updates on the program to the GA HP Manager (Victoria) and the VIS Performance Manager (Pathways) through personal meetings or emails |
| 1. In consultation with GA - identify and select male and female athletes in accordance with program targets and develop and conduct an annual review of the selection criteria for the VIS and EPP Golf Programs
 | Annual selection nominations presented to the Program Management Group on a yearly basis together with clear objectives and justification for selection |
| 1. Ensure technological advances and facilities are used to enhance the quality of the daily training environment for VIS and underpinning program athletes
 | Make use of existing facilities and employ innovative best practice training methods within budget constraints |
| 1. Provide technical direction and support to the underpinning golf program. Working closely with the program coaches and service team to ensure the direction and approach of the program is complimentary and in line with the GA direction and VIS program
 | Ensure that technical direction of the underpinning program is in line with the GA direction and VIS program |
| 1. Deliver direct coaching support, or manage required performance support to identified ‘Rookie Pro’ athletes as determine/ directed by the GA HP Manager (Victoria)
 | Rookie Pro athletes developing and supported and progress monitored. |
| 1. Provide biannual reports to the Program Management Group
 | Biannual reports circulated to the Program Management Group prior to the meeting |
| 1. Plan and co-ordinate designated support services to both respective VIS and underpinning programs including sport science, sport medicine, physical preparation, and Athlete Wellbeing & Engagement (AW&E)
 | Convene regular and timely meetings with program coaches and performance support personnel and implement agreed actions.SSSM staff have clear work plans detailing support to the program and respective athletes. |
| 1. Mentor, monitor and evaluate pathway and personal coaches that are assisting with either the VIS or underpinning programs, and assist with the delivery of coach education and elite technical direction to the coaches in Victoria
 | Coordinate the activities of pathway contract coaches. Collaborate with pathway contract coaches and personal (home) coaches on ways to address VIS and underpinning program athlete priorities. Provide elite technical and coaching expertise to development coaches in Victoria/Australia when required |
| 1. In partnership with the GA HP Manager (Victoria) attend various national and international competitions. This can include, but is not limited to:
* Australian Intestate Teams Matches
* International tournaments
* International camps
* State-based camps
* National ranking events
* USA Camp
 | Ensure both continuity and consistency of elite level coaching via observing athletes in competition modeIdentify and track talented male and female athletes sitting outside the pathway that may be potential VIS or underpinning program athletes by way of performance tracking methodsAppropriate squad and event preparation in place measured by post event surveys and reviews.Performance of Victorian Men’s & Women’s Team at tournaments against GA KPIs |
| 1. Manage the VIS Golf program budget in conjunction with the VIS Performance Manager (Pathways) and the GA HP Manager (Victoria) and perform administrative tasks as required
 | Financial and administrative accountability within limits set by the VIS budget |
| 1. Maintain effective communication with athletes, administrators, personal (home) coaches and parents, as required.
 | Provide timely and regular updates to athletes, administrators, personal coaches and parents (as required) with regards to training and competition arrangements |
| **General Performance Indicators** |
| The achievement of program KPI’s for each program and athlete targets as outlined and agreed in Partners Agreement & Performance Plans |
| The quality of the daily training environment and athlete support programs evidenced by regular program surveys |
| The effective co‐ordination and integration of key support staff to have a measurable performance impact |
| The number of VIS athletes being selected into the State and National teams and the number ultimately graduating to the professional ranks |
| Satisfactory performance at the Interstate Teams Series of the GV State Teams |
| Satisfactory progression for male and female athletes in the GA pathway |
| Establishment of a viable and sustainable group of female athletes within the VIS program. |
| Satisfactory performance by Victorian State Squad members at National Selection events and the Australian Amateur Championship |

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| **Relationships** |
| **With** | **Purpose** |
| GA HP Manager(Victoria) | GA HPD directs the program approach & oversees day to day delivery of the Golf program and development of individual athletes. |
| VIS Performance Manager (Pathways) and Performance Director | Oversee the progress of the VIS program and ensure that program reflects the priorities of the GA HP plan |
| Golf Australia, through regular communication and contact with the GA High Performance Manager & National Coaches | Provide a clear pathway for VIS athletes into the GA National Squad  |
| Pathway Contract Coaches | Oversee responsibilities with regard to the VIS and underpinning programs and development of individual athletes as well as professional development of said coaches |
| **Core Competencies\* & Personal Qualities** |
| **Essential** |
| **Competencies** | **Qualities** |
| LeadershipDecision MakingInnovationCollaboration | InteractionCommunicationFlexibilityAthlete Welfare | Job Skill/KnowledgePlanningAttention to Detail | Passion for sporting achievementPersonal commitment to excellenceContribute 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** |
| Professional Golf Coach Accreditation NCAS |
| PGA of Australia Membership or international equivalent |
| Current Drivers License |
| Current Victorian Working with Children Check  |
| Current First Aid qualification |
| **Desirable** |
| Certified PGA Professional – Advanced, Coaching |
| Graduate qualification in a sports related field |

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| **Experience and Skills** |
| **Essential** |
| Proven experience developing elite athletes and coaches, including devising and implementing successful programs  |
| Proven leadership and decision making skills, excellent interpersonal and communication skills, sound organisational and planning skills |
| Demonstrated track record of coaching success |
| Proven experience of working within an integrated program environment  |
| Ability to work in collaboration with and assist club “home” coaches to optimize athlete development |
| Innovative, mentally versatile and daring in order to maintain a competitive edge for VIS athletes |
| Experience in using video analysis and statistics programs, as well as analysis and interpretation of biomechanical data |
| **Desirable** |
| Ability to contribute to the development of the VIS high performance culture and environment |

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| **Memberships and Associations** |
| VIS Golf Program Management GroupGolf Victoria State Selection CommitteeMembership – PGA Australia |

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| **Program Assets** |
| Refer to Appendix One for a list of all VIS-owned equipment/assets that are provided with this position. The Golf Head Coach will have responsibility for all these program assets.  |

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

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| **Review period:** |  |

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| **Next review date:** |  |