**POSITION DESCRIPTION**

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| Review Date: | **August 2019** |
| Prepared by: | **Leesa Gallard** |

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| **Position Title:** | **Combat Sport (AIS) Athlete Wellbeing & Engagement Lead & VIS Performance Lifestyle Adviser** |

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| **Incumbent:** | Vacant |

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| **Program/Dept:** | Performance Services Team | **Reports to:** | Performance Lifestyle Manager |
| **Functional Budget** | NA | **Direct Reports:** | NA |
| **Location/s:** | VIS (Lakeside Stadium, 33 Aughtie Drive, Albert Park, Melbourne) and venues as required | | |
| **Employment Status:** | Full Time Position | | |

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| **Primary Purpose of Position** |
| The Combat Sport (AIS) Athlete Wellbeing & Engagement Lead & VIS Performance Lifestyle Adviser will:   * Be the National Lead for AW&E for all Combat sport athletes both within the National Centre’s of Excellence (or key hubs) of Victoria and Canberra and also service individual athletes throughout Australia for 3.0 days per week * Uphold the Motto of “Success in Sport and Life” by delivering Performance Lifestyle (PL) and Athlete Wellbeing & Engagement (AW&E) services to VIS and Combat sport athletes and staff as part of an inter-disciplinary team approach within sports’ high performance pathways * Deliver strategies to ensure that VIS and Combat sport athletes are making lifestyle decisions that enhance their performance capabilities and successfully navigate the critical transition points that exist throughout their sporting career and beyond * Provide the highest level of career, education and lifestyle management and transition advice to VIS and Combat sport athletes to improve and enhance their “on and off” field performance and wellbeing * Project design and implementation to deliver VIS PL workshops and programs aligned to the VIS PL vision for athlete development to enhance performance capabilities and capacity to manage transitions. |

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| **Responsibilities and Measures** | |
| **Task** | **Measures and Outcomes** |
| 1. Manage and deliver Performance Lifestyle and AW&E services on a case by case management basis including; career counselling, educational advice, personal development, conduct & professionalism counselling, ‘family & friends’ programs, business and community referrals, delivery of training courses, transition services, referrals to in-house Sport and Clinical Psychologist or Mental Health Referral Network | Assessment by Performance Lifestyle Manager, the Combat Sport Manager and feedback from athletes, coaches/program managers |
| 1. Work with Combat Sport and AIS AW&E to develop the Combat Sport AW&E framework. Identify the AW&E needs of combat sport athletes at their respective stages on the performance pathway | AW&E framework for Combat Sport linked to the Combat Sport performance pathway and communicated to the Combat Sport community |
| 1. Engage and collaborate with the appropriate VIS coaches/program/performance managers to work on identifying the performance gaps to then negotiate and deploy the necessary PL plans for both the program and the individuals within it | Agreed support and services are provided to programs and athletes according to established benchmarks  Individual Athlete Assessments completed and Action Plans in place for nominated athletes |
| 1. Collaborate with the Combat Sport Manager and Combat sport Program Coaches in identifying performance gaps to then negotiate and deploy the necessary AW&E plans for both the program and individual within it | VIS and Combat sport HP programs are committed to always consider athlete wellbeing when making strategic and operational decisions |
| 1. Undertake interstate and regional travel to meet with relevant Combat sport athletes and coaches in the DTE to ensure AW&E delivery is appropriate and meets the needs of the individual athlete | Regional and interstate travel, as agreed, is carried out alongside planned deliverables |
| 1. Develop positive working relationships with athlete stakeholders including families, coaches, NSOs, service providers, administrators, educators, employers, businesses along with external consultancies | Positive feedback from athletes, families, Head & Assistant Coaches, NSO representatives, stakeholders and partners |
| 1. Implement and review policies and procedures that are aligned to the NSO AW&E Framework to support the holistic development, safety and protection of VIS and NSO athletes | Policies are updated as per assigned timelines with communication and education strategies in place to ensure that there is a heightened awareness across assigned programs and athletes |
| 1. Design, facilitate, coordinate and deliver PL & AW&E workshops to address the contemporary issues faced by high performance athletes | Positive evaluations from athletes attending sessions and feedback from stakeholders |
| 1. Ensure accurate and timely input of data into the Athlete Management System (AMS) | Quality of data placed on the AMS database resulting in the ability to report on Performance Lifestyle activities promptly and accurately |
| 1. Establish and implement a personal and professional development plan in conjunction with the Performance Lifestyle Manager and the Combat Sport Manager | Comprehensive PD plan developed and implemented |
| 1. Adhere to the Career Industry Council of Australia Code of Ethics | Code of Ethics honoured at all times and  Qualifications are maintained |
| 1. Participate in project work as required | Projects completed to a high standard |
| 1. Other duties as directed | Tasks completed. |
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| **General Performance Indicators** | |
| The successful delivery of PL and AW&E services as they relate to VIS and Combat Centre Programs measured by the ability to set a clear direction, achieving defined outcomes, motivate others resulting in a performance impact in athletes | |
| The ability to build connections with metropolitan and rural employers and businesses to provide dual career opportunities for VIS and Combat sport athletes | |
| Ability to work within a team environment and to relate harmoniously with athletes, coaches and staff | |
| Timely response to requests and deadlines in all aspects of work including various reports and database entry | |
| Feedback from athletes and coaches regarding the effectiveness of work completed within the VIS Performance Lifestyle and Combat sport AW&E Program | |
| Effective relationships established with athlete stakeholders within sporting, educational, business and community networks | |

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| **Relationships** | |
| **With** | **Purpose** |
| AIS AW&E Deputy Director and AIS AW&E staff | Plan, design and deliver AW&E programs as part of the AW&E National network. |
| AIS Combat Sports Manager, and AIS Combat Centre Performance Support Consultant | Plan, design and deliver AW&E program to identified Combat sport athletes |
| VIS PL Manager & VIS PL Advisers | Day-to day program delivery and accountability |
| Relevant Sport Coaches and management staff | Liaison regarding the specific requirements of each sporting program |
| A range of educational/career/employment stakeholders | Negotiation of educational and career pathways for athletes |

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| **Core Competencies\* & Personal Qualities** | | | | |
| **Essential** | | | | |
| **Competencies** | | | **Qualities** | |
| Communication | Job Skill/Knowledge | Athlete Welfare | Passion to provide quality services | |
| Teamwork | Attention to Detail | Negotiation Skills | Personal integrity | |
| Time Management | Collaboration | Flexibility | Confidentiality | |
| Decision Making | Ethics |  | Mature approach | |
| **Desirable** | | | | |
| **Competencies** | | | | **Qualities** |
| Innovation | Initiative |  | | Personal commitment to excellence |

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

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| **Qualifications** |
| **Essential** |
| * Relevant tertiary qualifications (Education, Career Counselling, Counselling, Social Welfare, Psychology, Human Resources etc.) * Current Driver’s Licence * Current Victorian Working with Children Check (must be in place before employment commences) * Current Safeguarding Children Certification |
| **Desirable** |
| * Certificate IV in Workplace Assessment and Training * Mental Health First Aid |

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| **Experience and Skills** |
| **Essential** |
| * A minimum of five years’ work experience in a related field * Knowledge of school, tertiary, TAFE and other education providers in Australia * High level communication, planning and organisational skills * Awareness of the contemporary issues relating to athletes within high performance sport * Ability to build rapport and empathy with athletes and coaches * Ability to develop and maintain relationships with wide range of stakeholders * Demonstrated ability to design and implement projects - develop, facilitate and present workshops * IT competency including sound knowledge of Microsoft Office suite of programs |
| **Desirable** |
| * Experience in educational and career guidance, personal and career development * Solution focused and a creative problem solver * Positive and optimistic approach |

**VIS PERFORMANCE LIFESTYLE ADVISER**

JOB DESCRIPTION – CORE COMPETENCIES

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| **No** | **Competence** | **Description** |
| 1 | **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 |
| 2 | **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 |
| 3 | **Athlete Welfare** | Demonstrates a sincere commitment to meeting relevant athlete needs; intrinsic desire to help others; ensures problems are solved as soon as possible |
| 4 | **Teamwork** | Displays a willingness to work with others towards a common goal; highly motivated to achieve the objectives of the team; builds team spirit and motivates the team |
| 5 | **Attention to Detail** | Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised |
| 6 | **Negotiation skills** | Able to say ‘no’ where appropriate and build win-win situations through discussion and negotiation; demonstrates strong ability to collect and analyse information and negotiate effectively |
| 7 | **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 |
| 8 | **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 |
| 9 | **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 |
| 10 | **Decision Making** | Displays an ability to evaluate relevant information, compare options and select the appropriate alternative; looks beyond the obvious and superficial to analyse all possible risks and outcomes |
| 11 | **Ethics** | Always treats superiors, athletes and colleagues with honesty, respect and fairness; makes decisions within an ethical context; always protects values, confidentiality and organisational information where appropriate |
| 12 | **Innovation** | Continually employs originality and inventiveness to generate new ideas, alternatives, processes and solutions; always challenges the status quo |
| 13 | **Initiative** | Enthusiastic and energetic self-starter; seeks greater responsibilities; originates actions rather than responding to events |