

Position Description

Job Title:	National Manager Coaching Development
Reporting To:	Head Coach / Director HP / Board of Orienteering Australia
Performance Review Period:	Annually

Function of the position

OVERVIEW

The role of the National Manager of Coaching Development is to coordinate, streamline and publicise processes and information to manage, develop and implement a coach development strategy. The aim is to assist the development and implementation of a coach development pathway, particularly for young people, linking and coordinating programs between clubs, states and OA to develop the number and quality of coaches and the quality of coaching activities.

JOB DIMENSIONS

This role reports to the Coaching Committee, Head Coach and subsequently Director of High Performance but will be directed on occasion by other staff (OA Executive Officer, OA National Sporting Schools Coordinator and Coaching Committee) for specific tasks. Central to this role is the need to build and maintain strong relationships through the applicant's ability to collaborate with system partners and stakeholder groups such as; the Australian Sports Commission, State Associations, State Directors of Coaching, the National Coach Committee, the Head Coach, current and potential course presenters, and State Boards, to encourage and support state and national personnel to develop a coach workforce development / workforce structure / and access to support material and resources. In particular, this position guides and supports the State Directors of Coaching.

The core functions of the National Manager Coaching Development (Orienteering Australia) are to:

- Develop, implement and co-ordinate a coaching development plan through the implementation of processes and procedures to support the needs of clubs, states and OA (in association with the Director HP, Head Coach and State Directors of Coaching)
- Assisting the OA Sporting Schools Program Manager in verifying coaches registering to undertake orienteering coaching in the Sporting Schools Program (SSP), and assisting with maintaining an OA database of accredited SSP coaches
- Coordinate and support personnel and human resource structures to implement a coach development strategy nationally and in states.
- Support coach development by publicising, coordinating and storing information resources to assist coach development.
- Promote, coach policies and values to coaches and state coordinators.
- Facilitate the development, publicity, success and profile of the coach development programs.

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- Implement administrative processes to evaluate and report on the coach development plan. Monitor and collect information for reporting obligations to ASC, OA board and other system partners by collating, mapping and monitoring data for the OA annual report.
- Develop strategies, information and pathways to engage young people in a coaching pathway and publicise strategies to engage young people in coach development activities so they can become engaged in a coaching pathway.
- Advise OA on the requirements of curriculum development under the NCAS (and supporting documentation). Oversee and facilitate the development and revision of orienteering coaching curricula, coach updating policies, and associated coaching curriculum support handbooks and materials. Facilitate project funding processes / timelines.
- Administer the regulatory requirements of the ASC with respect to risk management: legal issues in coaching, coaches' and controllers' code of ethics, member protection and the protection of young people.
- Maintain the OA file of signed copies of coaches' codes of ethics.
- Respond to enquiries or requests for information central to the coaching accreditation programs.
- Coordinate and create a national coach course calendar and facilitate planning for national level coach development workshops. Arrange and administer coaching programs for the following levels: Level 2 orienteering coach, Level 3 orienteering coach;
- Encourage the coaching community to contribute to OA national coaching newsletters and bulletins.
- Be the Secretary (or Chair) of the OA Coaching Committee. Convene meetings of the OA Coaching Committee in the absence of an appointed chair. Produce and circulate relevant agenda for, and minutes of, Coaching Committee meetings.

The National Manager of Coaching Development will also have a key advisory and/or system leadership role as follows:

- Provide advice to the Board, Director of High Performance and Head Coach, as part of the Orienteering Australia national strategy, to further develop coaching pathways nationally, with a view to increasing quality and quantity of coach excellence and performance - particularly young coaches. This advice will focus on the alignment of system partners through state alignment with the OA strategic plan.
- Provide direction and oversight to the implementation of administrative process to support the coach development plan / strategy. Provide advice on the funding and/or human resourcing of desired allied support projects.
- Be the key structural co-ordinator to proactively monitor the coach program and as such, use high-level communication and liaison skills with both internal and external stakeholders to maximise success of the system and the early communication and resolution of issues.

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Responsibilities

Core functions:

■ Responsibility 1 – Encourage and Expedite Coach Accreditation and Re-accreditation through the processes of recognition of prior learning, flexible learning, mentoring and streamlining reaccreditation as outlined in the NCAS coaching curriculums.

- 1.1 Publicise the coach accreditation and re-accreditation procedure with individuals, state associations and the State Directors of Coaching so they can streamline coach accreditation by being proactive to assist completion of coach accreditation formalities; coach code of ethics, and coaching experience logging, to encourage coach accreditation and re-accreditation for those meeting the standards.
- 1.2 Keep an up to date coach data base and regularly provide updates and reminders to State Directors of Coaching (and key individuals) to encourage coach re-accreditation formalities and procedures are completed.
- 1.3 Publicise coach accreditation and reaccreditation activities to develop quality coaching through use of informal learning processes; mentoring, flexible learning, sharing, personal reflection logging, recognition of formal education or career training and sharing of coaching practice with the coaching community as outlined in the coaching curricula levels 1 2 and 3.
- 1.4 Encourage the use of ASC online learning modules for coach accreditation, development and reaccreditation.
- 1.5 Encourage interstate coach visits and coaching teams as a form of coach development and coach accreditation processes through 'on the job' training processes. Streamlined this aspect of coach development, accreditation and reaccreditation at a state and national level.
- 1.6 Work with coach mentors at a national, state and club level to facilitate and recognise coaching development activities and accreditation procedures running parallel with formal coaching courses.

■ Responsibility 2 – Co-ordinate the delivery of national coaching courses

- 2.1 Facilitate the development and publicity of a National Coaching Calendar of coaching courses and venues.
- 2.2 Once a year, convene/or do the preplanning for, one national level coaching activity; for example; national coaching conference, level 2 coaching course or level 3 coaching course and secure presenters for this course.
- 2.3 Working with states, the Director HP and the OA Executive Officer, liaise with states to facilitate funding processes to underpin the conduct of coaching courses and activities at all levels. Share with all states exemplar applications for funding of coach courses.
- 2.4 Manage and keep a up to date a "coaching course presenter's" national data base to be used for securing presenters to conduct of coaching course therefore providing support for

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State Directors of Coaching to secure presenters to run various coaching courses/activities at a state level.

- 2.5 Provide support to states to conduct Level 1 training courses by coordinating and providing access to course presentation support material and awareness of these (e.g. the level 1 coaching curriculum / handbook / course presentation material). Provide advice on the updating and development of course support material for all courses and the funding and processes required to achieve development of course support material.

■ Responsibility 3 – Support State Coaching Directors and course presenters by delegating assisting in or completing duties

- 3.6 Co-ordinate the sharing of course presentation material for level 0 and 1 courses to facilitate the conduct of these courses run at the state and club level.
- 3.7 Publicise the availability of course presenters to states and clubs and the process to secure course presenters.
- 3.8 Empower the development of local course presenters through the use of, and access to, course curricular, course presentation material, course advisers and online and other learning material/processes.
- 3.9 Manage course presentation support material and access to this material through the Orienteering Australia coaching page
- 3.10 Manage the Australian Orienteering coaching page as a source of coaching support material for coaches and course presenters with a focus on supporting the training and development of coaches

■ Responsibility 4 –underpin the effectiveness of the National Coaching Committee.

- 4.1 Be proactive in seeking a chair of the National Coaching Committee and preferably being the secretary of this group, or where necessary taking on the role of Chair of the National Coaching committee.
- 4.2 Be present at meetings of the National Coaching Committee.
- 4.3 Communicate with states and individuals to facilitate the filling the position of State Directors of Coaching for the effective convening of the National Coach Committee Meetings.
- 4.4 Encourage individual involvement particularly by inviting young people to become involved in the National Coaching Committee

■ Responsibility 5 – Contribute to the development of a National Coach Strategy

- 5.1 Provide advice to the Director of HP and the OA Board about the priorities of a national coach development strategy

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5.2 Liaise with State Directors of Coaching to define and prioritise aspects of a national coach development strategy

Responsibility 6 – Keep an up to date list of course presenters for course conduct

- 6.1 Maintain a relationship with the coaching community to maintain a list of authorised and recommended course presenters and course advisers to enable the conduct of courses at the state and national level.
- 6.2 In association with the National Head Coach (foot) facilitate the dissemination of sports science and sports medicine research (as appropriate) to coach networks, through the Orienteering Australia Coaching Committee.
- 6.2 Assisting the OA Sporting Schools Program Manager in verifying coaches registering to undertake orienteering coaching in the Sporting Schools Program (SSP), and assisting the OA Sorting schools manager maintaining an OA database of accredited SSP coaches

Responsibility 7 – Coordination of the storage and dissemination of coach support information

- 7.1 With the assistance of other members of the coach committee, collate, store and provide structures to disseminate coach support material.
- 7.2 Coordinate the development of the OA coach page as a resource repository for coach support material.

Responsibility 8 – System leadership, relationships and liaison

- 8.1 Provide leadership as National Coach Development Officer to the sport to embrace professional systems for excellent conduct of coaching programs and set exemplary examples to coaches and non-elite participants. Keep up to date and informed of sport coaching issues through system partners and update coaching community of these matters.
- 8.2 Develop and maintain effective and productive relationships with:
 - the Director High Performance and Board of Orienteering Australia;
 - the Head Coach and MTBO coordinator
 - the Regional Governing Bodies of Orienteering Australia;
 - key funding bodies including the Australia Sports Commission
 - the State Directors of Coaching and State Development Officers
- 8.3 Establish communications and liaison with High Performance coaches and State squad coaches to network and share resources and information policies and procedures.

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Key Competencies

SELECTION CRITERIA

1. LEADERSHIP

- Demonstrated passion and enthusiasm for the organisation's vision. Motivates, leads and empowers others to achieve organisational goals and efficient, purposeful administrative standards.
- Inspires and leads others toward high levels of organisation, and collaboration. Showing initiative by implementing processes to support state coaches and state directors of coaching.
- Credibility and attainment of respect of coaches and key stakeholders through demonstrated personal integrity, knowledge of coaching, management of people and professional organisational and communication style.

2. KNOWLEDGE OF ORIENTEERING ADMINISTRATION AND PROCESSES

- High-level knowledge of the coaching of state level squads in orienteering and current athlete pathway plans and policies and administrative procedures to achieve these at state and national level.
- Experience and understanding of the coaching demands of orienteering at the national, state and club level level, preferably with experience as a coach at a state level or similar vocational expertise.

3. RELATIONSHIP MANAGEMENT

- Ability to establish and maintain positive working relationships with key stakeholders.
- Ability to influence and gain support and buy-in of state programs, and national coaches.

4. PROBLEM SOLVING AND ANALYSIS

- Ability to analyse policy and program issues, draw correct conclusions and articulate and formulate clear and focussed policy, communication strategies, and administrative processes to promote these by initiating coaching development support to other coach development programs.

5. STRATEGY FORMULATION

- Ability to formulate strategies and policies, and create new approaches to diverse situations, through a deep understanding of a coach pathway structures, values and priorities that aligns with the orienteering FTEM framework and a variety of state coaching landscapes.
- Ability to translate strategies and operational plans into action by involving others.

6. COMMUNICATION SKILLS

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- Ability to effectively communicate administrative requirements to state coaching administrators, to ensure optimal organisation of coach development activities.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Effective use of ICT tools software and web based platforms to enhance communication between all stakeholders.

7. PERSONAL OBLIGATION

- Has the ability to organise time best to the advantage of Orienteering Australia.
- Prioritises and manages the key tasks of the role, within the time allocation for the position and maximises the use of the energy of others to contribute to goals.

8. SKILLS AND KNOWLEDGE

- Computer literacy is essential including MS Office suite along with an aptitude in learning other specific software and document management systems for collaboration on documents and data.
- Knowledge of the principles of sport development (coaches and officials) and how to apply these in a practical setting to orienteering.
- Understand the principles of what motivates coaches and what makes a good coach at various levels of the athlete pathway as well as the importance of both technical and interpersonal skills in coaching.

9. PERSONAL ATTRIBUTES

- Excellent verbal and written communication skills with an ability to relate to a wide range of people from different age and cultural backgrounds.
- Capable of working within a small team or independently.
- Reliable, have a good work ethic and be able to keep progressing things even when it's still ambiguous.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Next Appraisal Date _____

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