



Position Description – Orienteering Australia MTBO Development Officer

OA is a national sporting organisation which administers the oversight and growth of orienteering as both a recreation and a competitive sport in Australia. The organisation relies heavily on volunteers and works closely state organisations and other stakeholders to achieve its strategic goals and to promote orienteering interests both domestically and internationally. The job description provided below relates to the key position for national MTB Orienteering Development. This is a casual position which will oversee and co-ordinate activities through close communication with the MTBO Committee, OA Board, OA officers, state organisations and members.

Purpose:

The MTBO Development Officer is a crucial position, responsible for the promotion of National MTBO events and series, national rules, guidelines, standards, high performance squads, training and technology as well as focussing on strategic and value-add initiatives in alignment with the OA strategic plan.

The Development Officer will also aim to develop, foster and retain junior and senior elite riders and to provide them and the wider orienteering community with an exciting and well supported set of national and international activities.

The MTBO Development Officer, together with the HP Management Group (HPMG), General Manager and the OA board need to build and maintain strong relationships with stakeholder groups such as the Sports Australia, Sport Integrity Australia, State Associations and State MTBO Reps.

Functions:

The core responsibilities of the role are: -

- Planning the National MTBO Series and AUS/NZL MTBO Challenge
- Planning and facilitating selection of national MTBO team
- Prepare selection criteria and team member contracts
- Obtain national team uniforms from suppliers and provide them to team members
- Help the Team Manager and Coach plan Australian representative tours
- Plan and deliver the MTBO budget
- Provide proactive communication of the MTBO program including metrics and written reports as required
- Help national squad and team athletes obtain support for their training and competition
- Work with the OA HP Team to deliver on OA strategy
- Collaborate with the Orienteering Australia (OA) MTBO Commission to deliver on their key responsibilities to:
 - Encourage the growth and development of MTBO in Australia.
 - Provide advice and recommendations to the OA Board for MTBO in Australia.
 - Be a source of information and advice on MTBO matters for OA state members and clubs who wish to run MTBO events.
 - Maintain the standards which underpin MTBO in Australia, including MTBO competition rules, mapping standards and Australia/New Zealand challenge rules.
 - Monitor changes in IOF standards and rules and update Australian practices as appropriate.
 - Liaise with overseas MTBO communities and entities, including ONZ and the IOF
 - Oversee the allocation of the National MTBO Championships, National Team Selection Trials and National Series rounds.
 - Liaise with OA directors, staff, officers, committees and the Athletes Commission and with OA State Members, clubs, officials and coaches.

**Key Skillsets and Attributes:**

The role of MTBO Development Officer is a varied role, with core requirements of flexibility and the ability to deal with immediate issues, as well as prioritising and planning forward workload and activities. Whilst close liaison is required primarily with the Board and the OA Staff, key to the success of this position will be the ability to develop a transparent and respected relationship with members, officials and external stakeholders. The following are skill sets and strengths which the MTBO Development Officer is anticipated to need in order to deliver specific OA strategic goals and deal efficiently with the array of regular queries made to OA:

- Demonstrated passion and knowledge of local, national and international elite orienteering with an ability to lead and inspire others and be respected for fairness and integrity by athletes, states, coaches and others.
- High level program management skills and able to effectively communicate requirements and outcomes with stakeholders, maintain trust and transparency, and deliver on expectations in a timely manner.
- Able to assist OA to develop and strengthen relationships with IOF, Sport Australia, Orienteering New Zealand, other sports bodies and other key external stakeholders.
- Gauge and monitor changes in the sport both domestically and internationally in order to inform the board, OA staff, MTBO Commission and other stakeholders of any policy, rule or guideline updates required.
- Ability to work collaboratively with key stakeholders, gaining their support for the MTBO program.
- Develop a transparent and valued relationship with officials, volunteers and members, gained through trust and respect. Look to make communications between officials, volunteers and members and OA a positive experience for all.
- Support the Board in their decision-making process with the provision of relevant data, papers and information.

Role Notes:

The MTBO Development Officer role is as an employee of OA and as such the location of the role can be flexible within Australia. OA will reimburse the employee for expenses for travel, postage and stationery as appropriate.