

COE Archery Coach – Position Description

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| BUSINESS UNIT | High Performance |
| POSITIONS REPORTING TO | Archery Australia CEO |
| EMPLOYMENT STATUS | 1.0 FTE - contract to 31 December 2020 subject to ASC Funding |
| LOCATION | Brisbane, Queensland |
| SALARY | Dependent on experience and qualifications |
| DATE APPROVED | April 2018 |

PRIMARY JOB PURPOSE

The role of the Archery Australia Centre of Excellence (COE) is to provide a world class training environment for Australia's best Archers who have aspirations to represent Australia and win medals at the 2020 Olympic Games.

The primary role of the COE Archery Coach is to assist the National Coach in the development and delivery of the technical component of the COE Archery Program. The position responsibilities also include the day to day coaching of COE and visiting athletes, development of individual athlete performance plans, developing and maintaining strong relationships with SSSM support staff, liaising with interstate athletes and coaches, contributing to the planning and delivery of the Regional Development Program (RDP), attendance at national training camps and contributing to the development of a strong training culture at the COE. The role may also include some team management responsibilities and requires some domestic and international travel.

Primarily the role will work with the Recurve component of the Archery program but there may also be some involvement with the Para and Compound disciplines.

REPORTING

1. Reports to the Archery Australia CEO

KEY RELATIONSHIPS

1. Internal
 - a. Archery Australia Board
 - b. Chief Executive Officer
 - c. High Performance Manager
 - d. National Coach
 - e. Para Program Coach
 - f. Regional Development Programs Coaches and Co-ordinators
 - g. High Performance Administrator
 - h. National Team staff and athletes
2. External
 - a. National, State, RGB and Club coaches
 - b. National, State, RGB and Club athletes
 - c. AIS Performance Advisor
 - d. Senior Managers State Institutes and Academies of Sport
 - e. State Bodies, RGB's and Clubs

| KEY RESULT AREAS | ACCOUNTABILITIES | KEY PERFORMANCE INDICATORS |
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| High Performance Plan | <p>Within the context of AA's High Performance Plan, contribute to the development and implementation of our international program including but not limited to:</p> <ol style="list-style-type: none"> I. Assisting with the development of strategies to ensure Australia has an effective athlete pathway; II. Contribute to the development of an integrated sports science and sports medicine program at the COE; III. Contribute to the development of the Regional Development Program (RDP) pathway. | <ul style="list-style-type: none"> • Demonstrated contribution to the development of an effective athlete pathway. • Demonstrated integration of SSSM in the COE program. • Clear development of the RDP pathway into the COE program |

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| National Teams | <ul style="list-style-type: none"> • Act as coach and/or team manager at events and camps as determined from time to time by Archery Australia • Uphold Archery Australia policies and procedures when travelling with teams • Oversee the technical and tactical direction and development of national athletes in accordance with national objectives | <ul style="list-style-type: none"> • Delivery of athlete and team performances in accordance with agreed outcomes • Successful integration of policies and procedures at camps and events • Timely submission of reports as required • Successful implementation of national technical and tactical objectives |
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| Stakeholder Relations | <ul style="list-style-type: none"> • Maintain positive relationships with COE stakeholders and partners including SIS/SAS staff and service providers • Communicate regularly with Archery Australia stakeholders in the area of Coaching and High Performance archery including but not limited to RGB's and Clubs. | <ul style="list-style-type: none"> • Number of service team meetings attended • Number of visits to RGB's and Clubs, and contributions to Archery Australia communications such as newsletters and website articles |
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| Athlete Development | <ul style="list-style-type: none"> • Maintain regular dialogue with identified athletes on matters documented in their Individual Athlete Plan (IAP) including technical | <ul style="list-style-type: none"> • Attend and document all matters reviewed at athlete meetings |
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| | <p>development, physical preparation, injury management and competition schedules</p> <ul style="list-style-type: none"> • Provide feedback to identified athletes on their technical development • Provide technical direction at camps and coach seminars as required | <ul style="list-style-type: none"> • Document the technical development made by identified athletes • Number of camps and seminars attended |
| Finance | <ul style="list-style-type: none"> • Comply with all Archery Australia and ASC financial management procedures | <ul style="list-style-type: none"> • Adherence to all financial policies and procedures |

Knowledge, Skills, Qualifications, Experience, Behaviours and Attributes

1. Knowledge and Skills

- Strong understanding of the Australian and International Archery environment
- Excellent written and verbal communication skills
- Strong listening and communication skills
- An understanding of sports science/sports medicine disciplines and demonstrated ability to incorporate them into training programs
- An understanding of the needs of high performance athletes
- High level organisational and management skills
- Strong planning, analytical and reporting skills including athlete reviews and competition planning
- Preparedness to work in a team environment

2. Technical Knowledge

- Demonstrated technical knowledge of Archery
- Demonstrated understanding of technical and training advances/trends at international level
- Demonstrated experience and understanding of the competition demands of Archery at international level

3. Qualifications and Experience

- A minimum five years of archery coaching experience at national level competitions and ideally World Cup events
- A minimum Archery Australia Level 2 Coach accreditation and ideally World Archery Level 2 accreditation or equivalent from a World Archery affiliated National Federation
- Personal coach of a successful archer at national competitions
- Demonstrated experience of archery talent development
- Relevant qualifications in Sports Coaching or Sports Science are desirable

4. Behaviours and Attributes

- Ability to work in a small team environment
- Open to learning new skills and adapting behaviours
- Ability to focus on long term strategic organisational goals
- Able to manage stressful periods with minimal fuss
- Willingness to be flexible and open to others' views and opinions
- Able to be discrete and diplomatic in sensitive situations
- Problem solving and analysis abilities
- Personal commitment to organisational excellence, honesty, integrity and a strong sense of ethics
- Ability to manage competing demands in a national structure

More information

For more information on the position please contact Graeme Rose on +61 412214178 or email at hpmanager@archeryaustralia.org

Applications

Please email a copy of your CV along with a cover letter of no more than 2 pages outlining your suitability for the role to:

Graeme Rose
High Performance Manager
Archery Australia
Email: hpmanager@archeryaustralia.org

APPLICATIONS close 5.00pm EST Friday 18 May 2018