

TECHNICAL COORDINATOR, ARCHERY

Unit	High Performance	Area:	High Performance
Department/Agency	The NSW Institute of Sport	ANZSCO code	139915
Classification/band	NSWIS Grade 2, Level 3 Salary: \$94,883 - \$99,627	PCAT Code	3339192
Reports to	NSWIS High Performance Manager	Date of Approval	16 March 2022

ORGANISATIONAL OVERVIEW

The NSW Institute of Sport [NSWIS] is a high-performance sporting organisation that supports Australian athletes to become world's best. We reach all regions of NSW with an Olympic and Paralympic training facility based at Sydney Olympic Park and high-performance hubs across NSW that provide world class daily training environments for our athletes and coaches. Our experts work in collaboration with partners within the national sporting system to create and deliver high performance support services and environments to prepare athletes and coaches for international competition.

ROLE PURPOSE

The NSWIS Archery program operates in partnership with Archery Australia (AA) to provide high performance coaching, services, and resources to categorised athletes targeting success in Olympic and Paralympic (Recurve and Para-Archery) events. The program is primarily delivered through the NSWIS facility in the Sydney Olympic Park precinct and at identified Archery venues in Sydney.

The NSWIS Technical Coordinator, Archery is responsible for the successful coordination and implementation of the NSWIS Archery program and will play a major leadership role across the AA HP environment. The person appointed to the role must be available to manage when required, national teams at agreed international events and camps including but not limited to World Cups, World Championships, and other benchmark events.

KEY PERFORMANCE AREAS

- Oversee the implementation of the NSWIS Archery Program so that it operates as a World Class program in line with AA's high-performance strategy and the direction provided by AA National Program staff.
- Work closely with relevant AA high performance staff, to lead the development of athlete individual performance plans (IPPs) with consideration of AA What It Takes To Win (framework) and facilitate effective performance team integration and delivery.
- Manage the day to day financial and operational administration of the NSWIS Archery program.
- Work closely with AA and Archery NSW to ensure the program complements the national and state underpinning direction of the sport.
- Assist, when necessary, with AA staff regarding the delivery of identified priority projects.
- Work closely with AA HP staff and contribute to the selection process of athletes for NSWIS scholarships, in accordance with AA selection/AIS categorisation policies.
- Report on a regular basis to the NSWIS High Performance Manager regarding program implementation and the development of individual athletes within the NSWIS program.
- Implement and maintain process/systems that identify performance objectives for Sports, track performance, and evaluate progress toward sport outcomes.
- Promote the use and integration of the Athlete Management System (AMS) as the primary athlete intelligence source.

- Ensure the NSIWS Archery program has a robust Paris 2024 campaign plan and annual calendar plan (aligned with AA HP Strategy) that informs key activity/deliverables, competition exposure (domestic/international) performance objective and key dates for monitor and review.
- Participate and contribute to all program management meetings including preparation of six-monthly reports to the Program Management Group.

KEY CHALLENGES

- Working in a fast paced, complex multi-sport and multi-discipline high performance environment.
- Working within a restricted resource environment.
- Working collaboratively with multiple stakeholders and varying agendas.
- Adapting to ways of working that includes ‘cross discipline’ delivery of sport science requiring close liaison with discipline expertise.

KEY RELATIONSHIPS

Who	Why
NSWIS staff & managers	To work collaboratively to support, enable and impact elite performance together.
NSWIS Archery Head Coach	To work collaboratively with the Head Coach to support the delivery of a World Class archery program.
Archery Australia [AA]	To align NSWIS program delivery to meet the high-performance strategy and operational requirements as communicated by Archery Australia.
Archery NSW [ANSW]	To consult and advise an effective athlete pathway program.
NSWIS Athletes	To support individual athlete performance planning, implementation, monitor and review.
AA Coaches	To support the delivery of a World-Class high-performance sport program. To collectively build a holistic program that develops athletes for ‘World’s Best’ performances.
Performance Team	To support an integrated performance approach and collaboratively prepare ‘World’s Best’ athletes.
NSWIS High Performance Manager	To consult and collaborate on program strategic direction and decision making aligned to national context and to ensure performance is aligned for success.
ANSW/Clubs	To provide advice to ANSW which assists them in developing club programs using a ‘high performance’ success profile and DTE, which align with the NSWIS coach/program.

ROLE DIMENSIONS

Budget	Full cost centre responsibility for the NSWIS Archery Program budget.
Authority/approval level	Nil
Reporting roles	Nil

ROLE REQUIREMENTS

Experience	Knowledge
-------------------	------------------

<ul style="list-style-type: none"> ▪ Minimum five years' experience sport program coordination ▪ Proven ability in planning and organising systems to achieve enhanced sport planning and management outcomes. ▪ Experience in using World Archery's WAREOS database system. ▪ Experience in maintaining program stock and proactively sourcing Archery training consumables such as target butts, target faces and spare parts. ▪ Experience in creating alignment between sport planning and management systems/processes and accountability for sport outcomes. ▪ Proven ability to take prompt action to identify opportunities and achieve goals with sport beyond what is required. ▪ Proven experience in developing and using collaborative relationships to achieve enhanced high-performance sport outcomes. ▪ Success with setting high standards of performance in sport administration and assuming responsibility and accountability for successfully completing tasks. 	<ul style="list-style-type: none"> ▪ Understanding of World Archery's international competition structure and formats including World Cups, World Championships and Olympic/Paralympic Games ▪ Strong understanding of the sport at a High-Performance level. ▪ Understanding the requirements of high-performance athletes, coaches, and service providers. ▪ Understanding the key levers for high performance delivery to achieve international/national success. ▪ Understanding how to effectively leverage support services for international/national success. ▪ Understanding high performance systems internationally/nationally. ▪ Up to date with current trends in coaching science and practice. ▪ Political and Global acumen. ▪
---	---

Essential	Desirable
<ul style="list-style-type: none"> ▪ Level 1 Archery Coaching qualification (or overseas equivalent) ▪ Technical knowledge of principles of Archery including techniques, coaching trends and international developments ▪ Relevant tertiary qualifications ▪ Sport Integrity Australia - Anti-Doping Fundamentals and annual update 2022 ▪ Sport Integrity Australia – PBTR – Child Protection and Safeguarding ▪ Keep Australian Sport Honest Certificate ▪ First Aid and Resuscitation certificate ▪ Working with Children Check ▪ Current driver's license 	<ul style="list-style-type: none"> ▪ Intermediate/advanced knowledge of MS office and other sport specific computer programs. ▪ AMS Smartabase and/or other athlete management systems

CAPABILITY SUMMARY

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework. Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
 Results	Influence and Negotiate	Adept
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
 Business Enablers	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display resilience & courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism, and respond appropriately Raise and work through challenging issues and seek alternatives Remain composed and calm under pressure and in challenging situations
Personal Attributes Act with integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical, and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to customer service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
Relationships Influence & negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relations with internal and external stakeholders Anticipate and minimise conflict
Results Think & solve problems	Adept	<ul style="list-style-type: none"> Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify, and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek contributions and ideas from people with diverse backgrounds and experience Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness