

ATHLETE AND COACH DEVELOPMENT MANAGER

Employer:	Swimming WA (SWA)
Reports to:	Chief Executive Officer
Direct reports:	Competition and Records Coordinator
Department:	Performance and Development
Location	Beatty Park Leisure Centre North Perth, Western Australia
Position Overview	<p>Background</p> <p>Swimming Western Australia (SWA) is the peak body for competitive swimming in Western Australia with its head office based at Beatty Park in Perth. Its key stakeholders are Western Australian swimming associations and Clubs, the Australian Swimming Coaches and Teachers Association (ASCTA), Swimming Australia Limited and other State Swimming Associations.</p> <p>SWA currently has 85 clubs and 12,300 registered members Statewide. Its members include swimmers, officials, administrators, volunteers and parents of athletes. SWA is responsible for the management and development of the sport from the State team at elite level through to “grass roots” community level participation.</p> <p>The Association is structured across the operational areas of high performance, commercial and events, marketing and communications, community sport and supporting corporate services including finance and information technology.</p> <p>Primary Job Purpose</p> <p>The Athlete and Coach Development Manager is employed to coordinate three key areas within Swimming WA. Managing one direct report, the position drives strategic and operational outcomes of the seasonal competition planning, logistics, and preparation for the successful delivery of SWA pool meets. This position will manage the SWA competition results, and relationships with key stakeholders at Swimming Australia (SAL), MySwimResults (MSR) and SWA Clubs.</p> <p>The position will also oversee the responsibility of the athlete and coach performance pathway at SWA, in particular emerging coaches and athletes throughout Western Australia. The Athlete and Coach Development Manager will research and deliver the developmental needs of coaches and athletes for progression through the Swimming WA pathway to reach peak performance, with the focus on the delivery of the pathway programmes and management of the State Team. Building a strong stakeholder relationship with the national and State coaches associations (ascta) is crucial to the success of the position.</p> <p>The key outcomes of the position is to ensure SWA pool events are run to highest standard, are engaging for participants and spectators and show innovation in their delivery. In addition, an ongoing strategic review is to be undertaken of the existing SWA competition model. The position will actively promote and deliver development pathway programmes for athletes and coaches. This will be achieved by working closely with Swimming WA swimming clubs, ascta and Swimming Australia. This role will contribute towards achieving sustained high performance by Western Australian athletes and coaches.</p>

Core Responsibilities	<ul style="list-style-type: none"> ▪ Promote the aims and objectives of Swimming WA, within the swimming and general community ▪ Implement the logistics and strategic direction of seasonal competition planning ▪ Continue to review and implement a new SWA competition model ▪ Manage operational delivery of all SWA pool Meets and Westpac Summer League ▪ Manage relationships with Swimming Australia, MySwimResults, Swimming WA Club's, and WAIS. ▪ Develop talented athlete and coach pathway frameworks to contribute towards sustained high performance. ▪ Coordinate the elite pathways and establish the appropriate initiatives to grow the success of these pathways throughout WA for athletes and coaches ▪ Create a successful and long sustaining partnership with ascta and ascta(WA) ▪ Continue to review and implement an effective High Performance structure ▪ Manage and report on key competition, coach and performance outcomes against performance measures within the SWA Strategic Plan 2018-2024
Key duties:	<ul style="list-style-type: none"> ▪ Manage the implementation of SWA Competition Planning Committee strategies, competition structure and sanctioning of SWA pool Meets ▪ Manage the implementation of SWA High Performance Committee strategies, athlete pathway programmes and high performance outcomes ▪ Manage the implementation of SWA High Performance Training Centre Committee strategies and outcomes ▪ Manage key stakeholder relationships with ascta, WAIS, State Head Coach and Swimming Australia and develop joint initiatives for coach and athlete development. ▪ With advice from Swimming Australia, conduct Swimming WA research and analysis on athlete and coach recruitment, retention and performance to enhance the quality of results in WA. ▪ Coordination of Swimming WA performance programmes including establishment and management of swimmer and coach pathway squads, camps, clinics, teams and events. ▪ Manage the State Team and its competition and training schedule for the annual State Team Championships at AIS, Canberra. ▪ Management of regional talent ID programmes in consultation with DLGSC and Regional Swimming Associations. ▪ Work with DLGSC, WAIS, and asctaWA to coordinate athlete and coach mentor programmes within the Swimming WA pathway. ▪ Work with ascta to develop clear coach member communication and development programmes ▪ Manage pool competition calendar, sanctioning timeline and delivery of

	<p>seasonal almanac</p> <ul style="list-style-type: none"> ▪ Continue to implement and support Zone based competition and governance ▪ Ensure SWA pool Meets are delivered to the highest standards including benchmarking competition delivery and execution against best practice ▪ Manage pool competition staff, volunteers and officials and build team of event delivery staff to assist at all SWA pool Meets ▪ Seek innovative opportunities to enhance delivery of SWA pool Meets to grow participation and positive experiences ▪ Attendance at appropriate key SWA pool Meets and Westpac Summer League ▪ Assist with the development, maintenance and administration of swimming performance development materials and documents. ▪ Any other duties as directed by the CEO from time to time
Essential Criteria	<p>Candidates applying for this role must have the following:</p> <ul style="list-style-type: none"> ▪ Relevant tertiary qualifications or equivalent industry experience ▪ Proven administration and/or coaching skills to a high level in a sports environment ▪ Goal oriented with an outcomes and performance based approach to achieving required tasks ▪ Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks ▪ Excellent interpersonal, team work and relationships building skills ▪ Excellent written and verbal communications ▪ Ability to work outside of normal work hours and intrastate travel ▪ Ability to work independently with excellent initiative and passion ▪ Sound knowledge or interest in competitive swimming ▪ Working with Children Check ▪ National Police Clearance ▪ A current drivers license
Remuneration	Attractive salary package including vehicle
Hours of work	This is a full time position. The nature of the position requires out of hours, weekend work & intrastate travel.
How to Apply	<p>Send a cover letter and resume outlining relevant experience and skills. The application also requires documentation which addresses each essential criteria listed in this document.</p> <p>Address to Swimming WA General Manager Performance and People, Carolyn Morrison, with Reference ACDM19</p> <p>To apply email carolyn.morrison@wa.swimming.org.au</p>
When do applications close?	Sunday 6 October 2019
Who do I contact if I	General Manager Performance and People Carolyn Morrison 08 93284599 or email carolyn.morrison@wa.swimming.org.au



have a query?	
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