



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

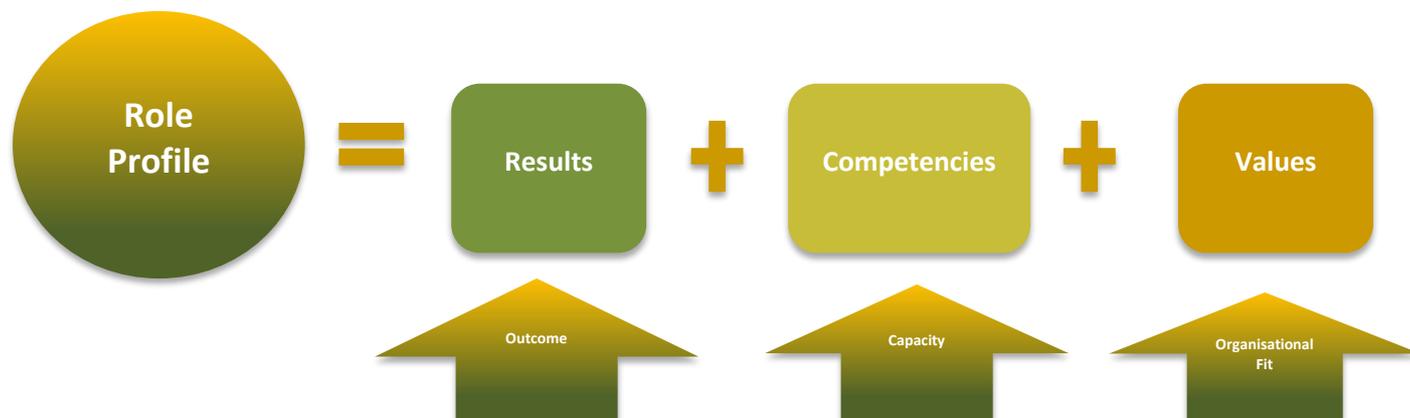
POSITION PROFILE

Assistant Coach - Swimming

Structure & Approvals

Performance Excellence Approach	<p>The performance excellence approach places an emphasis on the achievement of performance outcomes, with a focus on:</p> <ul style="list-style-type: none"> • Having clear roles and responsibilities • Accountability for contributions and results • Personal and professional skills development • Goal/target setting • Career planning • Demonstrating the interest to be part of the team and business <p>An employee is reviewed against three components, values, competencies and results excellence, and must be achieving across each component to meet the expectations of their position.</p>
Position Title	<p>Assistant Coach – Swimming</p> <p>Version 1.0</p> <p>Date of Last revision: March 2018</p> <p>Review Date:</p> <ul style="list-style-type: none"> • Annual Performance Review • Recruitment <p>Chief Executive Officer Approval: Steven Lawrence</p>
Location	<p>Western Australian Institute of Sport</p>
Classification	<p>Coach Grade 2</p>
Salary Range	<p>Level 5-8</p>
Reports To	<p>Performance Team Director – Podium</p>
Direct Reports	<p>Not applicable</p>
Internal Stakeholders	<p>Head Coach; Performance Enhancement Team members; Performance team coordinators; Staff in the following areas – Coaching, Sports Medicine, Biomechanics, Nutrition, Physiotherapy, Massage, Sports Psychology, Physiology, Strength and Conditioning</p>
External Stakeholders	<p>Swimming Clubs; SAL High Performance Directors and Coaches, SwimmingWA Performance Pathway Administrators, Facility Managers and Staff</p>

Performance Excellence Framework



Role Purpose	To work with the Head Coach to enable a high performance training environment focussing on fast-tracking the development of the athletes in the program.
Competencies	<ul style="list-style-type: none"> Knowledge, skills and abilities as outlined in the WAIS Competency Framework and Competencies section of this profile.
Values	<ul style="list-style-type: none"> The value system, <i>"How things are done at WAIS"</i> forms the basis for the behaviour and interaction with all stakeholders, aligned with the belief of valuing people and excellence in work and life, as outlined in the WAIS Values Framework, and Values section of this profile.
Qualifications	<p>Essential;</p> <ul style="list-style-type: none"> Appropriate Coaching qualification/license as defined by the National Body (ASCTA Bronze) and the position of the program in the pathway; <p>Desirable;</p> <ul style="list-style-type: none"> Relevant undergraduate qualification
Certifications	<p>Essential;</p> <ul style="list-style-type: none"> Australian Working With Children's Check First Aid & CPR certification
Knowledge	<ul style="list-style-type: none"> Extensive knowledge and understanding of the techniques and methods for developing athletes to national level; Up to date with current trends in coaching science and practice;

	<ul style="list-style-type: none"> • Understanding of appropriate sports science services and resources which can be leveraged to enhance athlete performance; • Understanding of appropriate sports science services and resources which can be leveraged to enhance talent identification & recruitment; • Understanding of athlete preparation pathway requirements for national team selection;
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate with a wide variety of stakeholders; • Coaching, developing, motivating and empowering athletes; • Ability to effectively engage, consult and liaise with colleagues, partners, athletes and parents; • A well-developed capability to plan, coordinate and assist the implementation of an athlete high performance plan (including competition plan); • Strong capacity to work collaboratively within a multidisciplinary team as well as autonomously; • Highly organised with ability to work in a contemporary sporting environment; • Proficient in Microsoft office.
Experience	<ul style="list-style-type: none"> • Demonstrated track record of successfully progressing swimmers through the High Performance pathway; • Devising and executing a long term training and competition plan to guide the development of swimmers; • Appropriate level representative coaching experience for the role;
Position Overview (refer to Results section for more detail)	<p>The Assistant Coach is responsible for delivering prescribed coaching interventions as directed by the Head Coach.</p> <p>The position responsibilities are further described under the following WAIS strategic framework Key Result Areas (KRAs):</p> <p>KRA: Athlete Performance Systems</p> <p>Ensure that the relevant Sport Program achieves the athlete performance targets and that athlete’s potential is realized.</p> <p>KRA: Staff</p> <p>Contribute to the team environment that encourages positive contributions from all team members to a high performance culture and ensure all operations are in accordance with WAIS policy and process.</p>

Results

The performance excellence approach places an emphasis on the achievement of performance outcomes, with a focus on:

- Having clear roles and responsibilities
- Accountability for contributions and results
- Personal and professional skills development
- Goal/target setting
- Career planning
- Demonstrating the interest to be part of the team and business

Key Result Area	Accountabilities	Outcomes	KPI
Athlete Performance (80%)	Quality of delivery of coaching interventions	Successful delivery of quality coaching in the DTE as prescribed by the Head Coach of each HPTC	Coach and athlete rating of quality of coaching
	External Partnership Coaching Assignments	Successful completion of external partnership coaching assignments	External partner assessment of Coaching Assignment completed and outcomes achieved as per External Assignment Expectations Agreement.
Staff (20%)	Compliance	Personal compliance with WAIS Policies and Procedures	Score achieved for compliance to policies and procedures based on compliance index

Competencies

Competencies are the knowledge; skills and abilities required to achieve results and are differentiated on various levels:

- Executive Management
 - Middle/Senior Management
 - First Line Management
 - Individual
- Competencies include knowledge, skills and abilities.
 - Competencies can be developed in people, rather than being fixed and inflexible.
 - The assessment of competencies enables the identification, evaluation and development of behaviours in individual employees.

SELF MANAGEMENT		
Competency	Accountability	Review Statements
Self-belief Displays confidence in succeeding and being able to overcome obstacles to achieve the best outcomes.	Quality of delivery of coaching interventions	Displays belief in own abilities and judgement
		Remains confident and positive despite having set-backs
		Being prepared to stand up and be counted
Problem solving Focuses on problem solving and continuous improvement in order to reduce or eliminate the difference between the current and future desired states.	Quality of delivery of coaching interventions	Displays ability to analyse the importance and urgency of problems
		Identifies and implements sustainable solutions
		Proactively identifies and defines possible obstacles or challenges
		Uses all possible sources for solutions, and thinks 'outside the box'
Time Management The ability to manage time effectively and efficiently in accordance with work priorities to ensure timeous and qualitative outcomes.	Compliance	Adjusts priorities as situations change
		Prioritizes tasks by importance and deadline
		Is able to identify what is crucial and what is just urgent
Communication The ability to communicate effectively and appropriately at all levels and ability to present information effectively with the desired impact.	Quality of delivery of coaching interventions	Keeps people informed on issues that are relevant to them in an effective manner
	External Partnership Coaching Assignments	Considers the audience when communicating or making presentations
		Responds to all communication in a timely manner
Resilience & Tenacity Ability to be resilient, managing own emotions and maintaining performance under stressful, hostile and demanding situations.	Quality of delivery of coaching interventions External Partnership Coaching Assignments	Demonstrates tenacity, persistence and drive
		"Bounces back" after setbacks
		Ability to keep emotions and behaviour under control when faced with stressful circumstances

Commitment Ability and willingness to consistently apply energy to engage in activities or actions in alignment with the needs, priorities and goals of the organisation.	Quality of delivery of coaching interventions Compliance	Demonstrates a high sense of commitment and loyalty to their role
		Recognises and commits to the organisational direction
		Consistently understands and adapts to changing role responsibilities
Learning Displays an awareness of own strengths and development areas and is personally committed to own personal development.	External Partnership Coaching Assignments	Regularly self reflects over own strengths and development areas
		Seeks and welcomes feedback from others on their strengths and development areas
		Takes ownership for own career development and growth
MANAGEMENT		
Build Constructive Relationships Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.	Quality of delivery of coaching interventions	Manages conflict situations in a constructive manner, focusing on the situation, issues, or behaviours, rather than the people
		Maintains an open, approachable manner. Treats others fairly and respectfully
		Seeks and considers ideas from everyone, including those who are reluctant to express their points of view
Functional Knowledge and Skills Demonstrates expertise in skill and knowledge within areas relevant to own function, discipline or specialty.	Quality of delivery of coaching interventions	Applies current best practices in discipline or specialty area
		Serves as a resource for others regarding new developments in discipline
		Acknowledged by stakeholders and colleagues for functional knowledge and skills
Planning & Organising Coordinating human, financial, and operational resources in order to achieve goals, improve outputs and overall organisational performance.	Quality of delivery of coaching interventions	Identifies potential challenges and opportunities, and adjusts plans as needed order to complete their work
		Anticipates the impacts and risks of plans, decisions and actions
Results Focused Being focused on objectives and results, and how best to achieve them even in the face of adversity.	Quality of delivery of coaching interventions	Strives to consistently achieve excellence in all tasks and goals
		Coaches team on best practices in achieving and maintaining excellence in all tasks and goals
		Consistently seeks out ways to make improvements to outcomes and/or processes

The WAIS Values

How things are done at WAIS;

The WAIS culture is defined by valuing people and excellence in all aspects of our operations. The value system, "How things are done at WAIS" forms the basis for the behaviour and interaction with all stakeholders, aligned with the belief of valuing people and excellence in work and life. We apply behavioural indicators which assist to quantify and evaluate the actions of WAIS staff against the shared values to ensure we;

- Act in a way that recognises the worth and contribution of each person
- Communicate in an open, honest and respectful manner
- Work collaboratively challenging and encouraging each other to achieve higher performances
- Take time to share information to increase the collective knowledge of the organisation
- Strive for excellence working to improve themselves and the organization
- Embrace creatively and calculated risk taking as necessary to improve performance

The 4 Consolidated Values

Value	Indicators
Passion <i>We live and breathe high performance sport</i>	<ul style="list-style-type: none">• Demonstrates a determination to make a positive contribution• Goes the extra mile• Advocates for high performance sport
Quality <i>We have a commitment to provide the highest standard of service.</i>	<ul style="list-style-type: none">• Work is reliable and accurate• Builds trust and confidence when delivering a service
Integrity <i>We believe our actions must always be ethical</i>	<ul style="list-style-type: none">• Behaviours are consistently honest and respectful• Plays by the rules
Team Work <i>We believe that by working together we will achieve excellence</i>	<ul style="list-style-type: none">• Recognises and supports the contribution of others• Takes responsibility for their role in the team• Positively collaborates with others