

SENIOR COORDINATOR, SPORT PROGRAMS

Unit	High Performance	Area:	High Performance
Department/Agency	The NSW Institute of Sport	ANZSCO code	139915
Classification/band	NSWIS Grade 2, Level 2	PCAT Code	3339192
Reports to	Section Lead, Sport Programs	Date of Approval	

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

Working with the High Performance Management team, the Senior Coordinator, Sport Programs is responsible for the provision of sport administration and operations support to allocated sports and specific sport program projects. This position will build and maintain collaborative relationships with key internal and external stakeholders and sport program partners (e.g. state sporting organisations, national sporting organisations, coaches and staff) using a coach-led and athlete-focused approach. This role is also responsible for ensuring that sport programs achieve a high standard of compliance with all essential NSWIS policies and procedures while identifying key areas for ongoing improvement and innovation.

KEY PERFORMANCE AREAS

- Provide quality coordination, operational and administrative support to assigned sports program(s) in line with NSWIS policy, procedures, and philosophy.
- Support the High Performance Managers and Head Coach/Coaches to facilitate effective and efficient performance teams.
- Build and maintain collaborative relationships with sport program partners to support the delivery of the high performance sport program
- Perform secretariat duties and administrative support for meetings, including the preparation of agendas, papers and reports, producing minutes scheduling and managing and coordinating assigned actions
- Preparation of reports and information as required by the Executive Management Committee and Board including quarterly reporting of Key Performance Indicators and metrics
- Preparation of reports and communications for Performance Planning Management Group (PPMG) Meetings and Performance Team Meetings
- Undertake various finance activities including assistance with the coordination of monthly and annual budget forecasting and payment of invoices
- Coordinate the annual sport(s) program athlete induction day and facilitating the athlete scholarship onboarding process and compliance required for all NSWIS sport scholarship recipients
- Management of the Athlete Management System (AMS) for all aspects of the sport program(s)
- Implement and maintain processes/systems to track performance and results

KEY CHALLENGES

- Lead, facilitate and/or coordinate various work groups to achieve sport/project outcomes.
- Establish mutually beneficial relationships with athletes and coaches and work cooperatively with others to accomplish team goals.
- Adapt to change, managing stress and persistently work towards goals despite distractions or obstacles.
- Work collaboratively within a restricted resource environment, with multiple stakeholders and varying agendas and timelines.
- Navigate a complex high-performance environment that includes cross discipline delivery of performance teams requiring close liaison with discipline expertise.

KEY RELATIONSHIPS

Who	Why
NSWIS Director, High Performance and High Performance Managers	To ensure key deliverables are aligned to strategic direction and performance measures for the sports program.
NSWIS staff	To work collaboratively across all departments to support, enable and impact performance.
Coaches & Performance Team	To support an integrated performance approach and collaboratively prepare world's best athletes.
NSWIS athletes	To support individual athlete performance planning and implementation

ROLE DIMENSIONS

Budget	Nil
Authority/approval level	Nil
Reporting roles	Nil

ROLE REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> ▪ Relevant tertiary qualification i.e. Sports Management ▪ Sport Integrity Australia (SIA) Anti-Doping Fundamentals and annual update 2024 ▪ Sport Integrity Australia (PBTR) Child Protection and Safeguarding ▪ Current Working with Children Check (WWCC). ▪ Current driver's license 	<ul style="list-style-type: none"> ▪ Experience in High Performance sport administration and/or project management ▪ Current First Aid and Resuscitation certificate ▪ Intermediate/advanced knowledge of MS Office programs including Teams ▪ Experience with athlete management systems

Experience	Knowledge
<ul style="list-style-type: none"> ▪ Minimum 5+ years' experience sport management/coordination. ▪ Experience in working across sport/athlete campaigns and disciplines with successful outcomes ▪ Success with setting high standards of performance in sport administration and assuming responsibility and accountability for successfully completing tasks. ▪ Demonstrated experience in providing administrative support for the effective and timely delivery of programs and/or projects ▪ 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. ▪ Demonstrated ability to communicate and report concise and relevant information, including recommendations based on research and analysis, to stakeholders 	<ul style="list-style-type: none"> ▪ Knowledge and understanding of Australian high performance sport systems ▪ Understanding of effective budget and resource coordination ▪ Understanding the requirements of high performance athletes, coaches, and service providers ▪ Understanding of the contemporary issues and challenges within an athlete focused, elite sport environment <p>Understanding of current trends and practices in elite sports coaching</p>

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	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
 Results	Influence and Negotiate	Adept
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
 Business Enablers	Demonstrate Accountability	Adept
	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
Relationships Communicate effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences
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 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
Results Demonstrate accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks