

HEAD COACH, SWIMMING - PARA UNIT

Unit	NSWIS Para Unit	Area:	High Performance
Agency	The NSW Institute of Sport	Classification	NSWIS Grade 3, Level 3
ANZSCO code	452315	PCAT code	3119192
Reports to	Head of NSWIS Para Unit (with dotted line to Manager, High Performance)	Date of Approval	4 April 2025

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.

NSWIS PARA UNIT

The NSWIS Para Unit is a key enabler of Australia's *Win Well HP2032+ Sport Strategy* and the *Para System Uplift*, serving to address systemic barriers and provide support to aspiring Paralympic athletes upon entry and progression through the High-Performance Para Athlete Pathway.

The NSWIS Para Unit consists of a team of administration, coaching and performance support staff who work together and integrate with the wider NSWIS organisation to achieve the objectives of the unit.

A primary objective of the NSWIS Para Unit is to support the identification and verification of future Paralympic athletes who demonstrate the potential, commitment and drive to progress through the HP pathway to elite level competition. This will be achieved by facilitating an integrated and holistic approach for identified athletes; providing guidance, education for eligibility and classification, creating opportunities to sample Paralympic Games sports and disciplines, adoption of Individual Athlete Performance Plans (IAPPs) to identify needs and target development - as well as creating opportunities to access coaching expertise, classification expertise, performance support staff, the daily training environment and participation in competition.

ROLE PURPOSE

The Head Coach of the NSWIS Para Unit Swim Hub is responsible for leading and developing a successful Para Swimming program. This includes the provision of high-performance coaching services to targeted podium categorised swimmers with the goal of optimising the performances of these athletes nationally and internationally at benchmark events and preparing them for selection into the Australian team. Separately, the Head Coach will work closely with internal and external stakeholders to identify future para-swimmers and co-ordinate and facilitate sessions through a network of swimming clubs so they can develop toward achieving the performance standards to be categorised within Swimming Australia's Athlete Categorisation Framework. The Head Coach will also lead the verification process and support for those swimmers who demonstrate the potential to progress through the pathway.

KEY PERFORMANCE AREAS

With respect to developing a successful Para Swimming program:

- Plan, implement and deliver high-quality coaching and an integrated training program through prepared, monitored, and evaluated sessions, supported by international best practices, and provide athlete support at domestic and international events.
- Integrate the delivery of best practice support services to para-athletes in the critical areas of sport medicine, strength and conditioning (S&C), sports science and athlete wellbeing and engagement.
- Contribute to the performance culture of high-performance swimming by way of Individual Athlete Performance Planning (IAPP) and Program Reporting.
- Demonstrate an ongoing commitment to the delivery of an integrated holistic development program including education, dual career and personal development based on the individual needs of the athletes.
- In collaboration with Swimming Australia, Swimming NSW and Paralympics Australia, support and assist, within reasonable boundaries, talent ID events, research and innovation, and sport science recovery activities including, but not limited to:
 - National Camps (TID and Youth Camps and selected event and relays camps);
 - Intensive Rehabilitation;
 - Research and Innovation, including athlete tracking and applied coach education and development; and
 - Athletes visiting the program under national direction.

With respect to identifying future para swimmers and co-ordinating and facilitating sessions for them through a network of swimming clubs, with the aim of achieving the performance standards to be categorised within Swimming Australia's Athlete Categorisation Framework:

- Work collaboratively with the NSWIS Para unit, wider organization and key external stakeholders (Swimming Australia, Swimming NSW, Paralympics Australia, AIS Para unit) to identify future para-swimmers and ensure they receive appropriate support to progress with their Individual Athlete Performance Plans.
- Develop and manage strategic partnerships with external stakeholders to identify their individual needs and align goals to create accessible entry points into Para-swimming.
- Promote para-swimming literacy and foster inclusive environments by aligning with the delivery stakeholders (Swimming Australia's Para-Swimming Development Manager, Swimming NSW, clubs) with respect to coach and club education initiatives that create para-inclusive programs and promote early participation.
- Provide strategic para-swimming input to the Swimming NSW Coach Leadership Team and work collaboratively with the Swimming NSW Coaching Director and Swimming Australia's Para-Swimming Development Coach with respect to Swimming NSW Para Pathway events and the delivery of a mentorship-driven development program for selected coaches from the Swimming NSW Para Futures squad, ultimately enhancing their capabilities.

KEY CHALLENGES

- Combining a holistic approach to athlete wellbeing with the development of an elite athlete culture in the NSWIS Para-Swim Hub.
- Balancing coaching a successful para swimming program while also working in collaboration with internal and external stakeholders to identify future para-swimmers and co-ordinate and facilitate sessions for them to develop through a network of swimming clubs.
- Working within a restricted resource environment.
- Working collaboratively with multiple stakeholders and varying agendas.
- Adapting to ways of working that include cross discipline delivery of performance support requiring close liaison with discipline expertise.

KEY RELATIONSHIPS

Who	Why
NSWIS program athletes	To prepare athletes so they can perform at their best
NSWIS Swimming Hub staff and Sport Partners/Network Coaches	To create a high-performance DTE To collectively build a holistic program that develops athletes for 'World's Best' performances To mentor, coach and develop
Performance support staff	To create a high-performance DTE
NSWIS Director, Coaching and Talent Development, Paralympics Australia, AIS	To consult and collaborate on program strategic direction and decision making aligned to national context
Head of NSWIS Para Unit	To consult and collaborate on program strategic direction and decision making aligned to national context
NSWIS Para Unit coaches	Work collaboratively with all NSWIS Para Unit coaches and roles to optimize Unit initiatives
NSWIS Coordinator, Para Unit	To facilitate effective sport operations
NSWIS Staff	To work collaboratively to support, enable and impact performance together To create a high performance DTE
Swimming Australia and Swimming NSW support staff	To provide direction, technical information and/or expertise in the lead up to and during competitions
Local clubs, Wheelchair Sports NSW, schools and other sources of potential para-swimmers	To identify and connect with potential NSWIS categorized scholarship athletes

ROLE DIMENSIONS

Budget	TBA based on operational requirements
Authority/approval level	As per delegation manual
Reporting roles	Nil

ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> ▪ Swimming Australia National Coaching Framework - Performance Accredited Coach (or international equivalent). ▪ Excellent planning, communication and organisational skills. ▪ Experience and demonstrated success coaching elite athletes at the international level. ▪ Sport Integrity Australia (SIA) Anti-doping Fundamentals and Annual Update.. ▪ Valid Driver's License. 	<ul style="list-style-type: none"> ▪ Relevant tertiary qualification (e.g. Coaching, Sport Science, or equivalent experience).






- Current Working with Children Check (WWCC).
- First Aid and CPR Certificate.
- SIA (PBTR) Child Protection and Safeguarding.

EXPERIENCE AND KNOWLEDGE

Experience	Knowledge
<ul style="list-style-type: none"> ▪ Significant experience in leading the development, implementation and delivery of coaching and technical guidance to a group of emerging elite athletes within the program’s daily performance and competition environment. ▪ Experience within an inclusive Para-Sport development environment, or equivalent, is desirable, but not essential. ▪ National and international team coaching experience is desirable, but not essential. ▪ An understanding of the models of disability, ableism and disablism. ▪ An understanding of the Australian sporting system, particularly Paralympic sport. ▪ An understanding of the key principles of long-term athlete development. ▪ Experience in establishing and managing key stakeholder relationships 	<ul style="list-style-type: none"> ▪ Demonstrated knowledge of high-performance best practice, including awareness of developing trends in coaching technique, skill development, program growth and long-term holistic development. ▪ Understanding and application of the principles of coaching, sports science, medicine and technology and innovation within a high-performance program within a limited resource framework. ▪ Intermediate knowledge of MS Office and other sports specific software programs. ▪ Strong communication (both verbal and written), negotiation and interpersonal skills. ▪ Demonstrated analytical and problem-solving skills, judgement and decision-making skills and the ability to use these skills effectively under pressure.

CAPABILITY SUMMARY

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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 Manage self	Adept	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation
Relationships Communicate effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats
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 relationships with internal and external stakeholders Anticipate and minimise conflict
Results Deliver results	Advanced	<ul style="list-style-type: none"> Seek and apply the expertise of key individuals to achieve organisational outcomes Drive a culture of achievement and acknowledge input from others Determine how outcomes will be measured and guide others on evaluation methods Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control business unit output to ensure government outcomes are achieved within budgets Progress organisational priorities and ensure that resources are acquired and used effectively
Results Plan & prioritise	Adept	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly
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 or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness

People management
Inspire direction & purpose

Adept

- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals