

# ADVISOR, ATHLETE WELLBEING & ENGAGEMENT – PARA UNIT

<b>Unit</b>	Athlete Wellbeing & Engagement	<b>Area:</b>	Corporate and Communications
<b>Department/Agency</b>	The NSW Institute of Sport	<b>ANZSCO code</b>	272111
<b>Classification/band</b>	Grade 2, Level 3	<b>PCAT Code</b>	3331492
<b>Reports to</b>	Section Lead, Athlete Wellbeing & Engagement	<b>Date of Approval</b>	22 August 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 NSWIS Para Unit Athlete Wellbeing and Engagement (AW&E) Advisor is a specialist role focused on enabling holistic athlete development with an emphasis on life outside the daily training and competition environment. The AW&E Advisor will support future cycle Para athletes to effectively navigate the critical transition points throughout and beyond their sport career with a focus on personal development and professional development and education.

## KEY PERFORMANCE AREAS

- Provide individualised support as per athlete wellbeing and engagement framework to identified NSWIS Para Unit athletes to:
  - Maintain intrinsic motivation and facilitate positive transitions post-sport.
  - Foster career and education opportunities, helping athletes develop a broader identity within their high-performance journey.

- Lead and manage the Athlete Wellbeing and Engagement (AW&E) component of the NSWIS performance teams and individualised planning process, ensuring communication and support strategies are adaptable and inclusive for the needs of athletes with physical, vision and intellectual disabilities.
- Design, develop, and deliver bespoke curriculum frameworks and workshops that align with the NSWIS AW&E framework, addressing contemporary issues faced by high-performance Para athletes. Ensure these are tailored to Para athlete needs and leading practices in sport.
- Establish and maintain community partnerships, by engaging with allied health professionals, families, carers, and disability support service organisations including liaising with the AIS and AW&E network branches to offer holistic support. Collaborate with NSWIS Para Hub, Performance Teams, coaches, and High-Performance Managers to ensure Para athlete wellbeing is considered in strategic and operational decisions. Identify performance gaps and work with teams to deploy personal development plans for Para athletes.
- Assist athletes in setting and achieving career, education, personal, and professional goals by developing actionable plans, offering guidance, and connecting them with relevant resources, opportunities and external organisations such as the Elite Sport Education Networks.
- Link national sport partner philosophies with NSWIS planning, delivery, and technology platforms. Drive continuous improvement in the AW&E program, providing strategic advice and collaborating with stakeholders to implement changes that enhance Para athlete support.

## KEY CHALLENGES

- Consider wider organisational objectives when making decisions in establishing and aligning clear, measurable goals for the NSWIS AW&E framework and Para Unit across various sports. This includes understanding and navigating barriers to entry and progression in the high-performance pathways for Para athletes.
- Building and maintaining long-term, collaborative relationships with Para athletes, coaches, and key stakeholders in a high-performance environment.
- Provide strategic advice that is rigorously considered and supported by a clear rationale in understanding the Para athletes' needs, and other stakeholders. Demonstrate the ability to encourage a strong athlete-focus and build understanding of the Para Unit, Performance teams and athlete perspective.
- Driving continuous improvement within the AW&E program by identifying and implementing innovative solutions.

## KEY RELATIONSHIPS

Who	Why
NSWIS High Performance Manager	To work collaboratively to support athletes, enable and impact performance together
National Sporting Organisations (NSO) AW&E National Managers	To support the AW&E Manager for targeted NSOs in the implementation of the AW&E Framework and with other identified AW&E projects in each relevant sport
AIS Athlete Wellbeing and Engagement Branch	To support the alignment of NSWIS systems and processes nationally with the ultimate view of achieving system and sport outcomes
Key AW&E National Referral Networks	To collaborate in the planning, management, and leadership process to support, enable and impact performance together
NSWIS Coaches	To support the delivery of a high-performance sport program using the NSWIS AW&E Framework
NSWIS Performance Team	To support an integrated performance approach and collaboratively prepare 'World's Best' athletes

A range of educational/career/employment stakeholders	Negotiation of educational and career pathways for athletes
NIN	To enhance collaboration within the National system

## ROLE DIMENSIONS

Budget	Nil
Authority/approval level	Nil
Reporting Roles	Nil

## ROLE REQUIREMENTS



Essential	Desirable
<ul style="list-style-type: none"> <li>Awareness of contemporary issues relating to athletes in high performance sport</li> <li>Relevant tertiary qualifications in Education, Career Guidance, Personal Development (Arts, Business, or Sciences undergraduate degree) or similar.</li> <li>Understanding of Para sport, the impact of Para sport classification, the development and performance considerations, and non-selection for Para athletes.</li> <li>First Aid and CPR certificate</li> <li>Current Working with Children Check (WWCC)</li> <li>Valid driver's license</li> <li>Sport Integrity Australia (SIA) Anti-doping fundamentals</li> <li>SIA Anti-doping Annual Update</li> <li>SIA (PBTR) Child Protection and Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree desirable</li> <li>Qualification or training in disability, mental health, or allied health is highly desirable</li> <li>Mental health certification (desirable) / understanding the causes of mental health presentations in an elite athlete population</li> <li>Demonstrated experience working within a multi-disciplinary team within a high-performance environment.</li> </ul>

Experience	Knowledge
<ul style="list-style-type: none"> <li>Experience working with allied health, carer or disability support services networks.</li> <li>Broad experience in the provision and application any of career, education, counselling and or professional /personal development services for improved performance</li> <li>Demonstrated experience guiding and supporting people through various transition, educational and vocational pathways.</li> <li>Proven experience building and leveraging relationships to influence and work effectively with a wide range of stakeholders.</li> <li>Demonstrated ability and commitment to work in a multi-disciplinary/high performance environment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Australia sport system, in particular Paralympic sport pathways, classification processes, athlete development and high-performance structures.</li> <li>Familiarity with the barrier to entry and progression in the high-performance pathways for Para-athletes and strategies to overcome these through inclusive policy design and stakeholder education.</li> <li>Understanding of child and adolescent development, support needs in the context of Para-athletes and the ability to balance performance outcomes with personal growth.</li> </ul>

<p>and interacting with high performance coaches and athletes.</p> <ul style="list-style-type: none"> <li>▪ Demonstrated experience implementing case management or triage processes to ensure appropriate care and referral are accessible</li> <li>▪ Demonstrated ability to establish, implement, and maintain community partnerships to provide opportunities for athletes to engage and integrate with activities outside training and competition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrated experience to develop, plan and deliver athlete individualised strategies and activities to address the identified career, personal and professional development needs of NSWIS athletes.</li> <li>▪ Contemporary knowledge of issues impacting mental health and wellbeing and experience with assisting in organising best practice support.</li> <li>▪ Experience in establishing, maintaining, broadening and leveraging connections with relevant service industry networks.</li> <li>▪ Maintain contemporary knowledge of social issues impacting sport and proactively instigate solutions to address any developing issues.</li> </ul>
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## 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](http://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
	Display Resilience and Courage	Intermediate
	Act with Integrity	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	<b>Adept</b>
	Work Collaboratively	<b>Adept</b>
	Influence and Negotiate	<b>Adept</b>
	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	<b>Adept</b>
	Demonstrate Accountability	<b>Adept</b>
	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	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
<b>Personal Attributes</b> Act with integrity	<b>Adept</b>	<ul style="list-style-type: none"> <li>▪ Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>▪ Act professionally and support a culture of integrity</li> <li>▪ Identify and explain ethical issues and set an example for others to follow</li> </ul>

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to customer service	Adept	<ul style="list-style-type: none"> <li>Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
		<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Design processes and policies based on the customer's point of view and needs</li> <li>Understand and measure what is important to customers</li> <li>Use data and information to monitor and improve customer service delivery</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>
<b>Relationships</b> Influence & negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Anticipate and minimise conflict</li> </ul>
<b>Results</b> Think & solve problems	Adept	<ul style="list-style-type: none"> <li>Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Results</b> Demonstrate accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes.</li> <li>Exercise delegations responsibly.</li> <li>Understand and apply high standards of financial probity with public monies and other resources.</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others.</li> <li>Conduct and report on quality control audits.</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>