

COACH ADVISOR, PARA UNIT

Unit	NSWIS Para Unit	Area	High Performance
Agency	The NSW Institute of Sport	Classification	Grade 3, Level 1
ANZSCO code	223311	PCAT code	3339192
Reports to	Head of Para Unit	Date of approval	17 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 Coach Advisor-Para Unit is responsible for leading and developing a successful coach development program with NSWIS Para Unit coaches and identified external coaches in the Para sport pathway (National Sport Organisations, State Sport Organisations (SSOs), Regional Academies of Sport (RAS), clubs, schools) capable of developing pre-emerging para-athletes toward becoming categorised. The role requires strong engagement and a strategic approach with internal and external stakeholders to identify the right coaches and environment to provide the most suitable coach development support program at the right time. The Coach Advisor-Para Unit works closely with the NSWIS High performance Coach Advisor and AIS/NSWIS Coach Development Lead to adopt the best practice principles, ensuring the Para Unit coach development activity is closely aligned with coach development activity across NSWIS sport programs and is integrated into the NSWIS Coach Development Strategy.

KEY PERFORMANCE AREAS

- Work with internal (Head of Para Unit, Para Transition Coaches) and external stakeholders (Paralympics Australia, NSOs, SSOs, RAS, clubs, schools) to identify and support the development of a network of external coaches who are capable of producing pre-emerging Para-athletes.
- Work with the AIS/NSWIS Coach Development Lead and NSWIS High performance Coach Advisor to contribute to the NSWIS Coach Development Strategy; to undertake an annual coach audit and to implement a competency based assessment for identified coaches to identify key areas for development.
- Provide the Director, High Performance quarterly status updates on relevant key deliverables, actions and outcomes as identified within the NSWIS Coach Development Strategy.
- Work with the NSWIS High performance Coach Advisor and AIS/NSWIS Coach Development Lead to ensure coach development support in the Para Unit program is closely aligned with coach development support across NSWIS sport programs.
- Drive practical coach development using a blend of facilitated interventions to cater for diverse types of coach learning styles with an emphasis being placed on self-directed and informal learning whenever possible. This may also include one-on-one mentoring or ensuring mentorship is in place for identified coaches.
- Foster and facilitate a high performance coach community of practice with NSWIS coaches and those external coaches involved in the Para Unit.
- Drive the operational delivery of all individualised coach development plans (ICDP) and/or the NSWIS Professional Development Plans that are consistent with agency and the whole of government strategies, policies, and priorities and that deliver on NSWIS's key objectives.
- Lead in the delivery of key projects and processes within agreed timeframes ensuring outcomes delivered are responsive to the service needs, meet quality standards and are sustainable in a high-performance environment
- Maintain influential and consultative partnerships with NSWIS executive and senior management, sporting programs, coaches, external sporting associations, academia, and industry to maximise opportunities.
- Work collaboratively with AIS High Performance Coach Development team and the wider Australian High-Performance system (including State Institutes, AIS, Paralympics Australia, International and Professional elite sport networks) to share knowledge and leverage opportunities.
- As a member of the NSWIS team, take shared accountability for setting a high-performance culture to enable high performance outcomes.

KEY CHALLENGES

- Build strong working alliances with external SSO/RAS/club/school coaches and NSWIS Para Transition and sport specific para coaches and with National Sporting Organisations
- Working collaboratively with multiple stakeholders with varying agendas and priorities.
- Work closely with the Corporate & Communications team and the NSWIS Head of Para Unit to integrate coach development priorities with organisation wide initiatives.

KEY RELATIONSHIPS

Who	Why
NSWIS Director, High Performance, Paralympics Australia, AIS	To contribute to the NSWIS Coach Development Strategy, the operational delivery 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 Coordinator, Para Unit	To facilitate effective sport operations
NSWIS High Performance Coach Advisor and AIS/NSWIS Coach Development Lead	To work with and assist in the delivery and facilitation of coach development programs across a range of high-performance environments.
NSWIS Para Transition Coaches and identified external coaches	To engage with coaches to develop individual Personal Development Plans (PDPs) and to promote learning opportunities that focus on key areas identified using coach capability assessments, self-assessments, observation, and other feedback.
Corporate & Communications staff	To complement delivery of the role with professional development plan with the Corporate & Communications team by aligning programs with overall NSWIS development strategies and to ensure people development budgets are adhered to.
National Sport Organisations, Paralympics Australia, AIS, NIN	To align with national performance priorities and each sport's coach education and training initiatives To engage and provide leadership in the National Institute Network and National Sports Organisations to facilitate and lead high performance coach development strategy and reform.
Supervisor/manager	To ensure performance is aligned for success

ROLE DIMENSIONS

Budget	Nil
Authority / approval level	Nil
Direct reports	Nil

KEY EXPERIENCE AND KNOWLEDGE

Experience	Knowledge
<ul style="list-style-type: none"> ▪ Demonstrated experience working in a similar role as part of a National Sport Organisation or State Sport Institute environment with a demonstrated track record of supporting coaches with their ongoing performance and development. ▪ Extensive experience in building and driving partnerships in sport to better achieve shared high-performance outcomes. ▪ Experience in coaching and facilitating learning opportunities for high performance coaches or in other performance domains. 	<ul style="list-style-type: none"> ▪ Understanding of the key characteristics and requirements for successful coaching at the national level ▪ Knowledge and understanding of Australian High-Performance Sport system and requirements of high-performance athletes, coaches and services that contribute to athlete success ▪ Up to date with current trends in coaching science and practice, sports medicine, and technological advancements in equipment ▪ Knowledge of effective leadership principles and understanding of frameworks and tools that promote continuous improvement for work teams and individual contributors

	<ul style="list-style-type: none"> ▪ Understanding of athlete development concepts in athlete development pathways, DADF and FTEM models ▪ Understanding of the key levers for high performance delivery to achieve international success ▪ Understanding of how to effectively leverage support services for international success ▪ Intermediate/Advanced knowledge of MS Office and other sports specific computer programs (i.e., AMS platform)
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ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> ▪ Nationally or Internationally recognised coaching accreditation or certification ▪ 6+ years experience in coaching roles ▪ Sport Integrity Australia (SIA) Anti-doping Fundamentals ▪ SIA Anti-doping Annual Update ▪ Valid Driver's License ▪ Current Working with Children's Check (WWCC) ▪ First Aid and CPR Certificate 	<ul style="list-style-type: none"> ▪ Degree or higher degree in coaching, education or learning and development ▪ Member with the International Council for Coaching Excellence (ICCE) ▪ Intermediate/advanced knowledge of MS Officer programs ▪ SIA (PBTR) Child Protection and Safeguarding

CAPABILITY SUMMARY

The [NSW Public Sector Capability Framework](#) is a foundational tool that supports the public sector to attract, recruit, develop and retain a responsive and capable workforce. Below are the capabilities and level required to successfully perform 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	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Advance
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

FOCUS CAPABILITIES

The focus capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours expected at that level. Focus capabilities are aligned with the role's key performance areas.

Group and Capability	Level	Behavioural Indicators
Relationships Communicate effectively	Adept	<ul style="list-style-type: none"> Tailor communication to diverse audiences 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 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

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Show sensitivity and understanding in resolving conflicts and differences Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict
Results Deliver results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for
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
People management Manage & develop people	Advanced	<ul style="list-style-type: none"> Refine roles and responsibilities over time to achieve better business outcomes Recognise talent, develop team capability, and undertake succession planning Coach and mentor staff and encourage professional development and continuous learning Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People management Manage reform & change	Adept	<ul style="list-style-type: none"> Support teams in developing new ways of working and generating innovative ideas to approach challenges Actively promote change processes to staff and participate in communicating change initiatives across the organisation Provide guidance, coaching and direction to others who are managing uncertainty and change Engage staff in change processes and provide clear guidance, coaching and support Identify cultural barriers to change and implement strategies to address these