

Role Description

Assistant Coach, Swimming



Cluster	Creative Industries, Tourism, Hospitality and Sport
Department/Agency	NSW Institute of Sport
Division	Performance Support
Classification/Grade	NSWIS Grade 2, Level 1
Senior executive work level standards	Not applicable
Location	Sydney Olympic Park
OSCA Code	462442
PCAT Code	3119192
Date of Approval	17 August 2026
Agency Website	NSW Institute of Sport (NSWIS)

Agency overview

The NSW Institute of Sport [NSWIS] is a high performance sporting organisation that supports exceptional athletes and inspires NSW communities. 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 leading daily training environments. Our experts work in collaboration with national sporting system partners to deliver high performance support services and environments to prepare athletes and coaches for international competition.

NSWIS plays an integral part in Australia's High Performance 2032+ Sport Strategy – Win Well. We are committed to building an inclusive and sustainable sporting system that is athlete focused, exceptionally led and purposefully collaborative.

We ensure athlete safeguarding is prioritised and that the integrity of sport is embedded in our organisation.

Primary purpose of the role

The NSWIS Swimming Hub Assistant Coach is responsible for the provision of high performance coaching services to targeted NSWIS scholarship and training athletes with the goal of optimising the performances of these athletes nationally and internationally at benchmark events. The role will focus on providing coaching assistance and support to the NSWIS Swimming Hub head coach in the daily training environment.

This role is accountable for assisting the Hub Head Coach with planning, coordinating and delivering all the functions of the High Performance Hub program while constantly striving to challenge the status quo in aspiring for world's best performances and training environments. They will promote NSWIS and National Team values, resolve issues and deliver quality outcomes.

Key accountabilities

- In consultation with the Hub Head Coach, assist with the planning and implementation of an integrated training program for a targeted group of categorised and/or identified athletes.
- Work with the Hub Head Coach to prepare, deliver, monitor, and evaluate individual coaching sessions and training data.
- Provide operational program support to NSWIS Head Coach and backfill for NSWIS Head Coach as required. Contribute to and attend monthly Performance team meetings.
- Assist the Hub Head Coach and performance support staff with the delivery of best practice performance support services to athletes in the critical areas of Sport Science & Sport Medicine (SSSM), Strength and Conditioning (S&C) and Athlete Wellbeing and Engagement (AW&E).
- Contribute to athlete wellbeing and the performance culture of the swimming program by way of Individual Athlete Performance Planning (IAPP), program reporting, continuous improvement within NSWIS and ensure an international performance focus incorporating leading edge initiatives.
- Demonstrate an ongoing commitment to the delivery of an integrated holistic development program including wellbeing, education, dual career and personal development based on the individual needs of the athletes.
- Implement, participate, and promote SA Safe Sport Framework, NSWIS values, policies, processes, and procedures.
- From time-to-time, support and assist, within reasonable boundaries, SA & SNSW activities including, but not limited to:
 - National Camps (Pathway and selected event and relays camps);
 - SNSW Flippers Camps and testing days;
 - Intensive Rehabilitation (injury and illness, biomechanics and skill acquisition, physiological, psychology, strength and conditioning and personal excellence);
 - Research and Innovation, including athlete tracking and applied coach education and development; and
 - Athletes visiting the program under national direction.
 - Contribution to SNSW Performance Centre team meetings

Key challenges

- Combining a holistic approach and athlete wellbeing focus with the development of an elite athlete culture in the NSWIS Swimming Hub program.
- Working in a fast paced, complex multi-discipline high performance sport environment.
- Working within a restricted resource environment.
- Working collaboratively with multiple stakeholders and varying agendas.
- Adapting to ways of working that includes 'cross discipline' delivery of performance support requiring close liaison with discipline expertise

Key relationships

Internal

Who	Why
NSWIS Hub Head Coach	• To create a high performance Daily Training Environment [DTE]

Who	Why
	To collectively build a holistic program that develops athletes for 'World's Best' performances
NSWIS Performance Support Staff	- To create a high performance Daily Training Environment [DTE] - To collectively build a holistic program that develops athletes for 'World's Best' performances
NSWIS High Performance Manager	To consult and collaborate on program strategic direction and decision making aligned to national context
NSWIS Sports Coordinator	To facilitate effective sport operations
NSWIS Staff	To work collaboratively to support, enable and impact performance together

External

Who	Why
Clubs	To align a 'high performance' success profile, DTE and sport program with the NSWIS coach/program
Swimming Australia (SA)	To align a 'World's Best' success profile, DTE and sport program with the HP Director, National Head Coach/Coaching Leadership Team [CLT] and program
Swimming NSW (SNSW)	To consult and facilitate an effective athlete pathway program
SA/SNSW support staff	To provide direction, technical information and/or expertise in the lead up to and during competitions

Role dimensions

Reporting line

NSWIS Head Coach, Swimming (SOPAC)

Direct reports

Not applicable

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in the development, implementation, and delivery of coaching and technical guidance to a group of emerging and elite athletes within the program's daily performance and competition environment.
- Demonstrated knowledge of international high performance best practice, including awareness of developing trends in coaching technique, skill development, program growth and long-term holistic development.
- In depth 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.
- Demonstrate experience in successfully transitioning young people along the swimming pathway in a holistic manner.

- Knowledge of talent pathway considerations and associated athlete success profiles for stages of the pathway
- Awareness of frameworks and tools that promote continuous improvement for work teams and individual contributors
- Knowledge of the Australian High Performance Sport Systems

Essential requirements

- Swimming Australia Advanced Coach Accreditation is preferred or international equivalent
- A minimum of 3+ years in an elite athlete coaching position or equivalent.
- Must have experience working with Children and demonstrate an understanding of appropriate behaviours when engaging with Children.
- Current Working with Children check
- Current First Aid and Resuscitation certificate

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	• Adapt your existing skills to new situations • Commit to achieving work goals • Be aware of your strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Persist when tasks are difficult	Intermediate
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	• Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation • Clearly explain complex ideas and arguments to individuals and groups • Create opportunities for others to contribute	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		- Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	- Focus on providing a positive customer experience - Support a customer-focused culture in your organisation - Demonstrate a thorough knowledge of the available services and share relevant information with customers - Identify and respond quickly to customer needs - Consider different customer needs and experiences when developing solutions to meet needs - Resolve complex customer issues - Cooperate across work areas to improve outcomes for customers	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	- Encourage a workplace culture that values collaboration - Communicate with other teams to improve information sharing - Share lessons learned with other teams and business units - Identify opportunities to collaborate with stakeholders, including people with lived experience, to develop better processes and solutions - Actively use digital information platforms, collaboration tools and other digital technologies to share information and work with diverse audiences to solve problems and improve services - Consider diverse cultural perspectives to provide insights into collaborative work	Adept
	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Seek and apply specialist advice when needed - Complete work tasks within set budgets, timeframes and standards	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
Results		- Take the initiative to progress and deliver your own work and that of the team or business unit - Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals - Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes, however, may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

Capability group/sets	Capability name	Description	Level
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Foundational
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational
 Business Enablers	Project Management	Understand and use effective ways to plan, coordinate and control projects	Foundational