

Role Description

Para Unit Talent Identification & Development Advisor



Cluster	Creative Industries, Tourism, Hospitality and Sport
Department/Agency	NSW Institute of Sport
Division	High Performance
Classification/Grade	NSWIS Grade 3, Level 1
Senior executive work level standards	Not applicable
Location	Sydney Olympic Park
OSCA Code	462499
PCAT Code	3119192
Date of Approval	30 September 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.

NSWIS Para Unit Overview

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 support 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.

Primary purpose of the role

The Para Unit Talent Identification & Development Advisor will play a lead role in the identification, recruitment and support of Para athletes who have the potential to perform at a high level.

The role will work with Para athletes to find the sport(s) which best align with their interest, strengths and skillset. Working closely with NSOs/NSODs, SSOs, Regional Academies of Sport, schools, clubs, centres of rehabilitation, National Institute Network (NIN), Paralympic Australia (PA) and the AIS, the role will help expand the number of Para athletes within the Para pathway and on scholarship at NSWIS.

The role will also actively identify and facilitate the transfer of talent into appropriate Para Sports. In collaboration with NSWIS, network coaches and performance specialists, it will provide comprehensive development opportunities to support athletes to realise their potential within the Para Performance pathway.

Key accountabilities

- Develop an operational plan that demonstrably increases Para athlete recruitment into the Para sport pathway and NSWIS, with clear targets for participation and achievements.
- Work as part of a multi-disciplinary and inter-disciplinary team within the NSWIS Para Unit and the wider NSWIS organisation.
- Identify and develop a network of external stakeholders who can support and deliver inclusive and appropriately delivered coaching to pre-emerging Para athletes.
- Implement talent identification, confirmation, development and transfer activities that consistently discover and nurture new Para athlete potential within New South Wales ensuring a consistent pipeline of athletes progressing into targeted Para sport pathways and NSWIS programs.
- Identify and where needed establish high-quality, inclusive training environments that effectively meet the individual needs of Para athletes, evidenced by positive athlete feedback and demonstrated inclusive coaching practices.
- Optimise Para athlete performance through targeted testing and expert advice. Success is defined by improved performance metrics, leading to improved performance, successful classifications, athlete categorisation and national/international competitive success.
- Where appropriate, liaise with experts at NSWIS, Paralympics Australia and AIS Engineering with respect to sourcing sporting equipment to meet Para athlete requirements.
- Collaborate with and educate NSWIS coaches and performance support staff to develop their understanding and delivery of specialised performance support and testing protocols designed specifically for Para athletes.
- Deliver expert advice on eligible impairments and streamline the athlete classification process ensuring fair and accurate classification and appropriate navigation to development and competitive opportunities.

Key challenges

- 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.

- Contributing to a safe, diverse, and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, Code of Conduct, Child Safe. Anti-doping and work health Safety and Wellbeing requirements.

Key relationships

Internal

Who	Why
Director, High Performance	To consult and collaborate on the implementation and delivery of the NSWIS Para Unit strategy
Senior High Performance Manager	To consult and collaborate on the implementation and delivery of the NSWIS Para Unit strategy
NSWIS Head of Para Unit	To collaborate and support the coordination of key projects and key deliverables of the NSWIS Para Unit.
NSWIS Coordinator, Para Unit	To facilitate effective sport operations
NSWIS Para Unit staff	To collectively build a holistic program that identifies, provides opportunities to develop and enable athlete progression through the para pathway.
NSWIS staff	To work collaboratively to support and enable the development of future cycle Para athletes.

External

Who	Why
External stakeholders including AIS, PA, NIN, NSOs, NSODs, SSOs, RASI, Clubs, Schools, Centres of rehabilitation	- To ensure NSWIS Para Unit is aligned to the strategic objectives and outcomes of the respective organisations. - To build strong connection with all potential sources of talent.

Role dimensions

Decision making

This role has some level of autonomy and refers to the supervisor for decisions that require significant change to program outcomes or timeframes or are likely to escalate.

The role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables, and outcomes.

Reporting line

Head of NSWIS Para Unit

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in leading the development, implementation and delivery of talent identification and development strategies for pre-emerging and emerging athletes across daily performance and competition environments.
- Demonstrated understanding of talent pathways and the ability to identify, establish and strengthen partnerships that support the progression of athletes from identification through to high-performance environments.
- Demonstrated ability to build and maintain collaborative relationships with a variety of internal and external stakeholders.
- Experience with implementing monitoring systems for tracking athlete development.
- Demonstrated competence in working respectfully and effectively with Aboriginal and Torres Strait Islander peoples and people with disability, including a strong understanding of cultural values and social issues, and a commitment to ensuring programs and services are accessible and responsive to community needs.
- Works collaboratively with staff and stakeholders to effectively deliver outcomes and create a culture of quality and continuous improvement, change and risk management initiatives.
- Demonstrated ability to provide succinct written and verbal communications based on sound analytical research and contemporary discipline knowledge; and plan and set priorities that support the delivery of time critical projects and deadlines.
- Has an established talent identification and development philosophy, including established values and standards of behaviour that inform decision-making, athlete development and staff engagement.
- Demonstrated knowledge of high-performance best practice related to Para sport, including awareness of developing trends in talent identification, confirmation and development, coaching, pathway development, and long-term holistic athlete development.
- Able to develop, evaluate, implement and improve professional duties with limited direction and an ability to supervise/mentor staff and positively support.
- Intermediate knowledge of MS Office and other sports specific software programs.

Essential requirements

- Current Working with Children check
- Current First Aid and Resuscitation certificate
- Intermediate/advanced knowledge of MS Office programs
- Relevant tertiary qualification and/or nationally or internationally recognised qualification or accreditation in coaching, teaching, leadership, sport science, health or a related field.
- Must have experience working with children and with people with disability.

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent your organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Promote a workplace culture that values high ethical standards and behaviour • Act to prevent and report misconduct and inappropriate behaviour • Put strategies in place to manage and monitor conflicts of interest • Ensure that others are aware of and understand the legislation and policy framework within which they operate'	Adept
 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 • 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	Adept
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to share and debate ideas to help reach a consensus • Recognise diverse perspectives and the need for compromise when negotiating mutually agreed outcomes	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		- Influence others with a fair and thoughtful approach and sound arguments - Be sensitive and show understanding when resolving conflicts and differences - Manage challenging relationships with internal and external stakeholders - Anticipate and minimise conflict	
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Use your own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Ensure staff understand expected goals and acknowledge staff success in achieving these - Identify the resources people need and ensure goals are achieved within budget and on time - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the way resources are allocated meets new business needs - Ensure you budget for and clearly state the financial impacts of new priorities	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience - Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 People Management	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	- Promote a sense of purpose, and help the team to understand your organisation's strategic direction and customers and stakeholder needs - Translate broad organisational strategy and goals into tangible team goals and explain the links for the team - Ensure team goals and outcomes fulfil government priorities and create value for customers and stakeholders - Work to remove barriers to achieving goals	Adept

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	Manage Self	Be persistent, self-reflect and commit to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate

Capability group/sets	Capability name	Description	Level
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	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	Intermediate
 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	Intermediate

Capability group/sets	Capability name	Description	Level
 Business Enablers	Project Management	Understand and use effective ways to plan, coordinate and control projects	Intermediate
 People Management	Manage and Develop People	Engage with and motivate staff, and develop their capability and potential	Intermediate
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
 People Management	Manage Reform and Change	Support and champion change, and help others to engage with change	Intermediate