

Role Statement



TITLE OF POSITION: SENIOR HIGH PERFORMANCE COORDINATOR
CLASSIFICATION LEVEL: **ASO-5**

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Development Division comprises five directorates: Planning and Development, Architecture and Built Environment, Planning and Transport Policy, Property and the Office Recreation and Sport.

Office for Recreation and Sport

The Office for Recreation and Sport (ORS) is the lead agency for the Government's policy on sport and active recreation. ORS supports sport and recreation organisations through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and the promotion of physical activity.

South Australian Sports Institute

The South Australian Sports Institute (SASI) is a Division within the ORS and is charged with specific responsibilities for the identification, development and support of athletes with the potential to perform at the highest national and international levels in sport. SASI works with sporting partners to conduct world class intensive coaching, training programs and individual scholarship programs. SASI provides leading edge scientific and technical services, whilst supporting the holistic development of athletes, coaches and staff.

Directorate: Office for Recreation and Sport
Position Number: M34527
ANZCO Code: 2549
Location: Kidman Park



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

The Senior High Performance Coordinator is responsible for providing strategic and operational support for a number of SASI high performance sport programs. Working closely with the program Head Coach, the Senior High Performance Coordinator is responsible for the preparation and management of program budgets and resources in consultation with SASI's High Performance Management Team. The position is responsible for developing and maintaining strong working relationships with program partners including national sporting organisations and state sporting organisations.

Key Outcomes of the Role

The Senior High Performance Coordinator is required to undertake a wide range of activities which may include all or any of the following:

- a. Responsible for the provision of operational support regarding ongoing planning, implementation and review of assigned sport programs.
- b. Preparation and coordination of program budgets and financial resources and reporting working closely with the program coaches and High Performance Manager.
- c. Working with the coaches and scholarship athletes, insuring comprehensive athlete performance plans are in place with clear KPIs and that the plans are reviewed on a regular basis.
- d. Ensure that allocated sport science and medicine services are integrated effectively into their assigned programs and that all are achieving influence in their respective disciplinary areas of expertise.
- e. Facilitate the completion and compliance of several key organisational processes working in conjunction with the role-related Program Coordinators.
- f. Assist with the planning, development and implementation of talent identification initiatives.
- g. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.
- h. Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- i. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- j. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- k. Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- l. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- m. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and

departmental human resource policies, including Work Health Safety and Wellbeing requirements.

- n. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- Some out of hours work may be required.
- Intra and interstate travel is required and international travel may be required
- Current Drivers Licence required
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures

Qualifications / Licences

- a. 5 years experience in a similar role working in the high performance sport sector.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.

- e. Ability to effectively communicate, consult, negotiate and build collaborative relationships with coaches, athletes, management, peers and external agents from widely diverse age groups and backgrounds.
- f. Recent experience in managing elite athletes, coaches and sporting teams. Proven ability to provide leadership, and supervise a team of coaches and volunteers.
- g. Contemporary knowledge and understanding of the role of sports institutes and sporting organisations and their interrelationships in the delivery of high performance sport in Australia.
- h. Demonstrated understanding of the concepts of Sport Science / Sport Medicine, and its application for elite sport.

Delegate Approval

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Name

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Signature

Date: / /