



## **HIGH PERFORMANCE MANAGER POSITION DESCRIPTION**

### **ROLE**

<b>Title:</b>	<b>High Performance Manager (HPM)</b>
<b>Terms of Engagement:</b>	The Australian Fencing Federation (AFF) seeks to engage the services of an individual to perform the HPM role. There is annual remuneration available of \$15,000.00. The basis on which this is paid will be determined by the circumstances of the successful applicant i.e. honorarium, part-time wage, contractor etc.
<b>Term:</b>	To be negotiated but ideally to follow the Olympic cycle subject to successful annual review.
<b>Reports To:</b>	AFF Executive
<b>Positions Reporting To This Role:</b>	National Team (Weapon) Coaches, Assistant National Team (Weapon) Coaches, and Home Coaches.

### **ORGANISATIONAL CONTEXT**

The mission of the AFF is to administer and promote the sport of fencing in Australia, to develop programs, services and opportunities that enable members from recreational to the Olympian to reach their maximum potential.

The AFF is responsible for the selection of athletes and cadre for international tournaments including Oceania Fencing Confederation (OFC) Championships, Fencing Confederation of Asia (FCA) Championships, Commonwealth Fencing Federation (CFF) Championships, Federation International d'Esgrime (FIE) World Championships, and the Olympic Games.

The general vision of the AFF is to raise the level of competitive Fencing in Australia. Of equal if not greater importance is the creation of the best possible atmosphere for its participants to reach their full potential.

Over time, a new High Performance Program (HPP) in all weapons, grounded in a good sponsorship model, will move our country into the highest possible level of elite Fencing countries. This is a position for which we should be working and for which we will work over the next four to six years. We need to encourage, train, guide and help to finance Australian fencers and teams to World Championship levels. This applies to fencers of all age levels.

To continue to support and manage the potential of AFF affiliated fencers through the HPP, the AFF will partner with community-based professionals and universities to promote the sport of Fencing as well as the welfare of our fencers.

The AFF will work to enhance its efficiency and organizational effectiveness, continue to improve the coaching recruitment, education and national coaching programs and recruit and train young referees for domestic and international competitions.

The AFF will also continue to partner with the ASC and institutes of sport to provide our elite athletes with the best possible programs and training opportunities that are available.

## **PURPOSE OF THE ROLE**

A vacancy exists with the AFF for the role of a High Performance Manager (HPM). This role encompasses managing both strategic and operational aspects of the AFF High Performance Program.

The purpose of the role is to oversee, manage and direct the strategic and operational components of the AFF HPP, including maintaining direct relationships with all key stakeholders.

## **ROLE RESPONSIBILITIES**

The HPM will be accountable for the following responsibilities:

- Manage the AFF High Performance Program (HPP) and provide administrative support where necessary.
- Oversee the development, documentation and implementation, in conjunction with the High Performance Committee (HPC), of a National Training Program by each National Weapon Coach and the individual competition and training program for each Australian Team member aimed at maximising the performance of Australian Team members.
- Ensure effective communication channels between AFF and all individuals involved in the HPP, and between all individuals involved in the HPP.
- Oversee the coordination by designated Australian Team Managers of domestic and international tour arrangements for Australian Team members.
- Oversee the management of athlete issues, including disciplinary matters, relating to Australian Team members and ensure athletes represent the Team in an appropriate and professional manner at all times.
- Liaise and consult with the HPC on all relevant aspects of the HPP, including national and international competition programs.
- Oversee and manage the development by the HPC of AFF talent identification and development programs.
- Ensure anti-doping education program is provided to Australian Team members.
- Oversee the inclusion of Sports Science/Medicine programs and personnel into the High Performance Program aimed at increasing the performance of athletes.
- Coordinate and manage HPP contractual arrangements.
- Oversee and manage all aspects of the operational budgets for the HPP, in consultation with the National Team (Weapon) Coaches.

## **SELECTION CRITERIA**

Candidates for the role of High Performance Manager will require a range of personal and professional skills. The following skills and qualifications are preferred requirements for the role:

- A minimum of three (3) years experience in high performance, sport development or sports management roles.
- Relevant experience and/or tertiary qualifications in sports related fields such as sport science.
- Strong and effective leadership skills.
- Ability to be part of a cohesive team.
- Outstanding organisational skills, excellent communication and interpersonal skills.
- Ability to manage unpredictable demands in a professional and courteous manner.
- Ability to work to budget and accurately forecast financial outcomes.
- Ability to manage records, information and databases (as required).
- Favourable consideration may be given to candidates with a background in Fencing.

## **OTHER INFORMATION**

In representing the AFF, the High Performance Manager will display characteristics such as reliability, punctuality and courtesy, and be self-motivated and well presented at all times.

The successful candidate will be required to develop and manage a range of internal and external relationships, often in unstructured settings including:

- AFF Executive
- National Coaches including Home Coaches
- Athletes
- Parents of Junior Athletes
- Australian Fencers
- State Officials
- Other Coaches
- Sponsors

The AFF will carry out a performance appraisal based on the following key performance indicators:

- compliance with the Position Requirements set forth in this document.
- the structure, delivery, and outcomes from the High Performance Program.

In accordance with the appropriate Child Protection legislation all candidates will be required to complete and sign all necessary documents and forms as required by law. Selection of the successful candidate will include the results of child protection screening and relevant reference checks.