

## Frankston & District Netball Association | Peninsula Waves High Performance Pathway Program

### POSITION DESCRIPTION

POSITION TITLE:	Project Manager - High Performance Pathway Program	DIRECT REPORTS:	Peninsula Waves Club Administrator
LOCATION:	Frankston, VIC 3199	TENURE:	Contract
EMPLOYER:	Frankston & District Netball Association	FULL TIME EQUIVALENT:	Part time 0.5 FTE

#### ABOUT FRANKSTON & DISTRICT NETBALL ASSOCIATION AND PENINSULA WAVES

Frankston & District Netball Association (FDNA) is one of the largest associations in Victoria with over 4000 registered Netball Victoria participants. Based at Jubilee Park Netball Stadium, FDNA has several full-time staff who are devoted to the efficient running of the organisation and to the development of its players, umpires, coaches and administrators. FDNA are one of ten licensees in the Victorian Netball League competition, providing high-performance pathway opportunities for netballers in the greater region.

FDNA's Purpose: "To provide a healthy, welcoming environment for people to enjoy netball"

#### ABOUT THE HIGH PERFORMANCE PATHWAY PROGRAM

The FDNA/PW High Performance Program will deliver initiatives such as; school netball engagement program, netball clinics, high performance camps, junior leadership and coach program, coach and umpire development workshops and clinics, talented athlete scholarship, along with a dedicated communications and marketing strategy to maximise program longevity and ensure the program reaches the specified broader community.

Program's Purpose: "To deliver a unique high-performance program for aspiring athletes to excel in netball and life"

#### PRIMARY PURPOSE

Reporting to the Peninsula Waves Club Administrator, the High Performance Pathway Project Manager (HPPPM) will provide the drive and leadership for the development and delivery of programs and priorities identified in the High Performance Pathway Strategic Plan.

This role will provide management and strategic direction for the High Performance Program, aligning with the FDNA and Netball Victoria strategic directions and pathways including talent identification and targeted participation and recruitment, emerging talent programs, coach and umpire development programs, leadership, culture and people development initiatives.

The HPPPM will lead and execute the responsibilities for high performance outcomes in partnership with organisations such as Netball Victoria, the Australian Sports Commission, Department of Education and Training Victoria, local Councils, Netball Associations and Leagues.

You will be a dynamic leader and an excellent communicator with an ability to build positive and collaborative relationships and credibility with athletes, coaches, umpires, stakeholders, administrators and sponsors.

The ideal candidate will possess a deep understanding of athlete development through a high performance pathway, including knowledge of the Peninsula Waves, Netball Victoria and Netball Australia frameworks and have experience working with athletes, coaches and delivering programs.

The HPPPM will contribute positively to an organisation that is focused on delivering results and excellence in operations across all levels of the netball pathway.

## KEY DUTIES AND RESPONSIBILITIES

### Strategy & Leadership

- Develop and implement operational plans for High Performance Pathway initiatives in line with the High Performance Pathway Program's Strategic Plan
- Provide strategic direction and technical leadership to direct leads (Coaches, Instructors) in establishing and implementing plans identified in the Strategic Plan
- Work to achieve strategic alignment and cohesiveness with high performance partners; Netball Victoria, Netball Australia and other industry partners and relevant organisations to enhance the development and opportunities for the High Performance Pathway Program
- Provide direction and performance management to program and pathway staff, including regular evaluations of their progress relative to agreed performance indicators
- In consultation with relevant leads, committees and coaches, provide education to key stakeholders about development and high performance pathways through the establishment and implementation of a variety of current communication tools and forums
- Lead and execute the High Performance Pathway Program's reporting responsibilities to the Australian Sports Commission, the Federal Member for Dunkley, FDNA Board of Management, Netball Victoria and other invested partners
- Promote a culture that leads to continuous improvement of role
- In collaboration with the FDNA Marketing Manager, actively pursue opportunities to engage new partners to ensure the program's longevity beyond the allocated funding agreement
- Pursue opportunities to build mutually beneficial relationships with all stakeholders

### Pathway Planning & Program Management

- Develop the performance strategy, expenses (in line with the approved budget), recruitment of coaches and other personnel to deliver the program's strategic priorities
- Develop, revise and implement strategies with leads, coaches and committees to improve and maximise identified performance drivers including; athlete pathways, coaching, umpiring, leadership, athlete services and training environments, camps
- Develop and manage the policies, procedures and program management tools to facilitate the delivery of the High Performance Pathway Program
- Prepare a framework for establishing and implementing policies and processes relative to the selection of athletes, umpires and coaches
- Understand the existing Netball Australia Coaching Accreditation framework and Netball Victoria and Netball Australia Umpiring pathways
- Coordinate and oversee the day-to-day activities of the volunteer administrator including evaluations of their progress in relation to agreed performance indicators
- Identify and coordinate submissions for available grant opportunities

### Talent Identification and Development

- Lead the implementation of contemporary systems and protocols for the identification of talented athletes and coaches within the region
- Maintain the talent database
- Develop the selection process for scholarship fund recipients
- Work closely with the Peninsula Waves VNL pathway to plan talent identification to maximise athlete opportunity
- Provide input and oversight of pathway initiatives including the Peninsula Elite Netball program collaboratively with Peninsula Waves committee

**Other Duties**

- Develop and manage systems for planning and organising pathway service delivery
- Maintain strong relations with associations, leagues, clubs, schools and the greater netball community
- Where appropriate and required, establish links with other high performance groups, programs and/or organisations
- Provide timely and accurate internal and external reports and communications as required to the PW Administrator and FDNA Board of Management
- Adhere to all FDNA and Peninsula Waves policies and procedures, particularly the Code of Conducts
- Comply with WHS legislation, company WHS policies, objectives and procedures. Contribute and participate in the health and safety of all staff, participants and contractors.

KEY RELATIONSHIPS	
<p><b>DIRECT REPORTS</b></p> <ul style="list-style-type: none"> <li>• Peninsula Waves Club Administrator</li> <li>• FDNA Board of Management</li> </ul>	<p><b>INDIRECT REPORTS</b></p> <ul style="list-style-type: none"> <li>• Peninsula Waves Coaches and Athletes</li> <li>• One 4 All Performance</li> <li>• Volunteer Administrators</li> <li>• Umpire Coach??</li> </ul>
<p><b>KEY INTERNAL RELATIONSHIPS (FDNA &amp; PW)</b></p> <ul style="list-style-type: none"> <li>• FDNA Business Manager</li> <li>• FDNA Staff &amp; Volunteers</li> <li>• PW Coaches</li> <li>• PW Athletes</li> </ul>	<p><b>KEY EXTERNAL RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Netball Victoria</li> <li>• Netball Australia</li> <li>• Frankston District Netball Association</li> <li>• Casey Netball Association</li> <li>• Mornington Peninsula Netball Association</li> <li>• Nepean Netball Association</li> <li>• AFLSE</li> <li>• Department of Education and Training</li> <li>• Australian Sports Commission</li> <li>• Federal Minister for Sport</li> <li>• Federal Member for Dunkley</li> <li>• Federal Candidate for Dunkley</li> <li>• State Member for Frankston</li> <li>• State Candidate for Frankston</li> <li>• Local Councils</li> <li>• Equipment Suppliers &amp; Retailers</li> </ul>

KEY COMPETENCIES		
1	Communication	Extremely efficient in the clear expression of both written and verbal communication; always able to structure ideas in an articulate manner and adapt the message to the audience, ensuring the message is understood.
2	Planning	Demonstrates sound project planning, management and scheduling skills; always prioritises work and understand project details; always able to assess, evaluate and select required resources.
3	Collaboration	Has a complete understanding of the role within their own and associated organisations; effectively collaborates within and outside the organisation to achieve common goals
4	Interaction	Demonstrates exceptional ability to achieve results through effectively working with others; always sensitive and responsive to the needs and view of others. Excellent at establishing goodwill and positive relations.
5	Flexibility	Complete understanding of how to manage change and help others through the transition; adapts to demands of the situation
6	Job Skill/Knowledge	Always displays a compete and extremely high level of knowledge and skills specific to all areas of responsibility and tasks required of position
7	Attention to Detail	Can be relied upon to produce completely accurate data and documentation without compromise
8	Time Management	Extremely competent at prioritising time and resources in maximising efficiency and effectiveness. Ability to recognise where resources and time are not being used to best advantage and deadlines are always met.
9	Financial Management	Can work within strict budgetary parameters with sound understanding and presentation of financial reporting
10	Partnership Development	Has ability to identify and secure partnership opportunities
11	Equity and Diversity	Contribute to maintaining an environment where differences are valued, encouraged and supported and maintain organisation's ideals of diversity at all times
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This position description was created on 26/04/2018 and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work-related travel to visit other stakeholders or attending conferences, including working from locations other than the FDNA office. Additionally, occasional work outside core business hours may be required.