



JOB DESCRIPTION

Job Title:	High Performance Operations Manager
Reports to:	Volleyball Australia High Performance Director
Contract Length:	Full-Time contract until 31 December 2020
Remuneration:	\$80,000-85,000 (inclusive of superannuation)
Location:	Australian Institute of Sport, Canberra
The Organisation	<p>Volleyball Australia (VA) is the peak body for the administration of the sport of Volleyball in Australia. VA's Mission is to lead, partner and support the growth in participation, performance and profile of the sport in Australia.</p> <p>VA conducts senior National Team (Volleyroos) programs in Men's, Women's and Beach Volleyball, underpinned by the Australian Volleyball Academy (based at AIS Canberra) and other Pathways programs, including a program of national junior camps and competitive tours and talent identification camps.</p>
Job Purpose	<p>To lead a team providing world class operational support to VA's National Team and Pathways Programs, including:</p> <ul style="list-style-type: none"> National Team Programs (Men's, Women's and Emerging Volleyroos) under direction of the High Performance Director; Pathways Programs under direction of the National Technical Director, including the Australian Volleyball Academy, Junior Development Program (JDP) and Talent Identification Camps..
Job Responsibilities	<ul style="list-style-type: none"> Lead and manage a team which will delivers the operational requirements of VA's National Teams (Men's & Women's Volleyroos), and Pathways Programs, including logistics, budgets, financial management, reporting and organization of international and domestic travel. Contribute to the design and implementation of the annual plan, and long term strategic planning for the Men and Women Volleyroos and Pathways programs, together with the High Performance Director, National Technical Director and CEO. Directly manage the operations of VA's National Teams programs and other key projects as agreed with management within the scope of VA's Pathways Programs. Managing the tracking of and communication with Australian players competing in overseas leagues and studying at overseas universities. Lead and manage the coordination of professional and volunteer staff and athletes within the programs Assist coaching staff, the Athlete Wellbeing Manager, the Australian Volleyball Academy Manager and others to ensure the well-being of National Team athletes within established policy and practice, and as part of a wider internal support network Develop and maintain strong relationships with State associations, international federations and other key stakeholders to support the achievement of program delivery. Prepare high quality reports and other written communications to support Board, management and stakeholder decision making processes and to maintain information flow about program activities Represent VA nationally and internationally as required Work collaboratively with the volunteer coaches and managers of the program

<p>Qualifications and Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Relevant Tertiary qualifications and /or demonstrated experience in Sports management and administration. • Demonstrated experience working within high performance sport programs • Experience managing projects or events that involve both internal and external stakeholders • Experience in arranging complex group travel within Australia and overseas • Computer Literacy including MS Office Suite with an aptitude in learning other specific industry or commercial software • Demonstrated experience in managing budgets <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working directly in high performance sport programs and communicating with a wide range of audiences including external stakeholders, parents and partner organisations. • Experience in website content management • Knowledge of the structure and operation of International and Australian Volleyball
<p>High Performance Behaviours</p>	<p>Team Work</p> <ul style="list-style-type: none"> • Actively participates as a member of a team to move the team toward completion of goals. • Facilitates goal accomplishment and makes suggestions for achieving team goals; provides necessary resources and removes obstacles. • Involves others in team decisions and values and uses individual differences and talents. • Shares important and relevant information with the team. • Contribute to a culture of partnership and collaboration within the Australian Volleyball system to produce long term, sustainable outcomes <p>Passion for Excellence</p> <ul style="list-style-type: none"> • Strong desire to excel at whatever task is at hand, seeking to achieve world class levels of professionalism, technical delivery and quality standards. • Actively accommodates and implements change initiatives. • Identifies opportunities for improvement and constructively challenges traditional assumptions and methods. <p>Coaching</p> <ul style="list-style-type: none"> • Provides timely guidance and feedback to help others strengthen specific knowledge or skill areas needed to accomplish a task or solve a problem. • Clarifies the current situation, expected behaviours, knowledge and level of proficiency. • Explains and demonstrates by providing instruction, positive models and opportunities for observation to help others develop skills. • Provides timely and appropriate feedback on performance and reinforcement of effort and progress. • Establishes good interpersonal relationships; makes people feel valued, appreciated and included.

	<p>Communication</p> <ul style="list-style-type: none"> Clearly conveys information and ideas through a variety of media to individuals and groups that engages and helps them to understand and retain the message. Organises the communication and works to maintain engagement and attention. Adjusts the communication in line with expectations of both individuals and groups Checks understanding and acceptance. Attends to communications from others, interpreting correctly and responding appropriately. <p>Work Standards</p> <ul style="list-style-type: none"> Promote and role model the VA values of inclusivity, equity, respect, pride, integrity and commitment and contribute to positive organisational culture and continuous improvement. Sets high standards of performance for self and others; assuming responsibility and accountability for successfully completing tasks. Sets standards for excellence and ensures high quality. Takes responsibility and encourages others to take responsibility.
High Performance Skills	<ul style="list-style-type: none"> Demonstrates great judgement and creative approaches to challenge traditional technical and training assumptions and in providing solutions. Uses appropriate techniques and communication strategies to gain acceptance of ideas and plans Ability to accurately analyse and translate performance data into meaningful program opportunities and to generate new ideas. Sets high goals and establishes stretch goals for personal, team and program accomplishment. Conveys an image that is consistent with the organisation's values Demonstrates decisiveness and action in the management of issues as they arise. Effective oral and written communication skills.
Staff Management	VA Pathways and Australian Volleyball Academy Coordinators
Budget Management	Administer program budgets in conjunction with the High Performance Director and National Technical Director as appropriate.
Working Conditions	<ul style="list-style-type: none"> Travel within Australia and internationally will be required. Comply with all policies set down by Volleyball Australia and ensure that they are implemented as appropriate.