



# National Performance Pathway Manager (Able-Bodied) Position Description

## ABOUT TABLE TENNIS AUSTRALIA LTD.

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Table Tennis Australia Ltd. (TTA) is the peak national body responsible for the governance, development, promotion and administration of table tennis in Australia. As an Olympic, Paralympic and Commonwealth Games sport, the organisation offers an attractive opportunity for a professional administrator/coach to take their career to the next level.

The main objectives of TTA include:

- To conduct, encourage, promote, advance and administer the sport of table tennis throughout Australia;
- To affiliate and collaborate with multiple key external stakeholders including the Sport Australia, the Australian Institute of Sport, Australian Olympic Committee, Paralympics Australia, Commonwealth Games Australia, International Table Tennis Federation and ITTF-Oceania in the pursuit of the objectives and the sport of table tennis;
- To grow the participation base of table tennis through developing and implementing innovative and fully inclusive strategies;
- To promote and control national tournaments and championships;
- To source and deliver on funding agreements and commercial arrangements, including sponsorship and marketing opportunities to further the objectives of the organisation;
- To formulate or adopt and implement appropriate policies in a proactive fashion to ensure compliance obligations are adhered to;
- To represent the interests of our members and of table tennis generally in any appropriate forum.

## NATIONAL PERFORMANCE PATHWAY MANAGER

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TTA is seeking the services of a highly skilled team player for the newly created position of National Performance Pathway Manager (Able-Bodied). Reporting directly to the National Head Coach (Able-Bodied) and working in close collaboration with the National Coach – Performance Pathway (Able-Bodied), the National Performance Pathway Manager (Able-Bodied) will lead the delivery of building a sustainable performance pathway to successfully identify, develop, support and progress talented athletes to achieve future medal winning performances. Contributing to TTA's ability to meet its high performance goals and objectives including delivering internationally competitive results at junior and senior level is also a core function of the role.

The National Performance Pathway Manager (Able-Bodied) will help drive the daily training environment at a national and State/Territory level, assist with National Team coaching duties at continental and international competitions and help to continually increase the level of professionalism to provide the best chance of achieving exceptional results. The National Performance Pathway Manager (Able-Bodied) will link closely with all National Squad Members (junior and senior) and have ongoing collaboration with State/Territory Associations.

This is an outstanding opportunity for the right candidate to take table tennis in Australia to the next level. A demonstrated ability to maximise limited resources, a willingness to go above and beyond and the ability to communicate with a wide range of key stakeholders (players, parents, coaches, State/Territory Associations, funding partners etc.) is essential.

## REPORTING

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### Reports to:

- TTA National Head Coach (Able-Bodied)

### Direct reports:

- Nil.

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## RESPONSIBILITIES

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### Performance Pathway:

- Developing and implementing the Performance Pathway Strategy, inclusive of:
  - (a) Developing and maintaining a valid and reliable talent identification and confirmation method.
  - (b) Developing and maintaining a valid and reliable profiling method.
  - (c) Providing strategic input, oversight and operational support of progressive training and competition experiences to Emerging, Developing and Podium Potential athletes to maximise performance gains.
  - (d) Leading and monitoring the development of Individual Athlete Performance Plans for Emerging, Developing and Podium Potential athletes.
  - (e) Leading and facilitating closer links and alignment of State/Territory Association and national talent programs.
  - (f) Tracking and monitoring the trajectory of athletes against the relevant standard for their developmental stage.
  - (g) Where appropriate, undertaking innovative and special projects to fill critical talent gaps that are identified within the performance pipeline.
  - (h) Developing and implementing KPI's that effectively and accurately measures the impact of the performance pathway strategy.
- Coaching pathway development athletes at continental and international competitions.
- Conducting pathway development training camps at State/Territory level (Emerging, Developing, Podium Potential).
- Assisting with finding innovative ways to build the skills and knowledge of coaches around Australia, including conducting coach education initiatives at State/Territory level.
- Conducting seminars for players/parents/coaches to educate around the performance pathway.
- Developing and overseeing the Performance Pathway Program budget.
- Liaising with Sport Australia, the Australian Institute of Sport, Australian Olympic Committee, Commonwealth Games Australia, International Table Tennis Federation and ITTF-Oceania on performance pathway matters.
- Preparing reports for internal and external stakeholders.

### Able-Bodied High Performance Program:

- Assisting with coaching the National Team at continental and international competitions (junior and senior).
- Assisting with maintaining a daily training environment for National Squad Members.
- Assisting with developing a professional culture and continually improving the professionalism within the National Squad.

### General Administration:

- Providing operational and administrative support for National Teams that have Emerging, Developing and Podium Potential athletes and coaches participating.
- Completing Event Reports, Training Camp Reports and Board Reports as required.
- Adhering to all TTA policies and procedures.
- Any other duties as required by the CEO and National Head Coach (Able-Bodied).

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## KEY RELATIONSHIPS

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### Internal:

- TTA National Head Coach (Able-Bodied)
- TTA National Coach – Performance Pathway (Able-Bodied)
- TTA Chief Executive Officer
- National Squad Members and parents
- State and Territory Association key stakeholders
- State/Territory, National and Private Coaches (Able-Bodied)
- Local clubs/associations across all States/Territories

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External:

- Australian Institute of Sport
- Sport Australia
- Australian Olympic Committee
- Commonwealth Games Australia
- International Table Tennis Federation
- ITTF-Oceania

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## **HOURS AND TERM**

This is a full-time position (38 hours per week), with a six-month probation period, offered as a two-year contract, with the possibility of extension thereafter based on performance and funding. Given the nature of this role and the sports industry in general, evenings and weekend work will be required.

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## **REMUNERATION**

Negotiated based on skills and experience.

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## **LOCATION**

This role will be based in Melbourne. Frequent interstate and international travel will be required.

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## **SELECTION CRITERIA**

In addition to demonstrating relevant experience across the Responsibilities identified in this Position Description, candidates applying for the National Performance Pathway Manager (Able-Bodied) role will require a broad range of personal and professional skills, including:

### **Qualifications/Accreditations/Experience:**

- Minimum TTA Level 2 Coaching Accreditation (or equivalent from country of origin) or demonstrated equivalent experience.
- Minimum three years work experience in a comparable role.
- Proven experience in identifying and confirming talent (talent selection and/or talent transfer) within a sports environment or demonstrated equivalent experience.
- Demonstrated ability to analyse the effectiveness of the performance pathway and identify system and technical interventions to increase the progression of athletes within it.
- Demonstrated collaborative style and political understanding to work positively in partnership with a variety of key stakeholders including the Australian Institute of Sport's Performance Pathway Team.
- Experience in a National Team/National Squad environment, as a coach and/or player.
- Working with children check or be willing to obtain.

### **Skills and Abilities:**

- Demonstrated ability to develop and implement performance pathway programs to progress athletes from Emerging, to Developing, to Podium Potential.
- Demonstrated ability to contribute to delivering outstanding high performance results at international level.
- Financial acumen and budgetary management experience including annual planning, forecasting, contingency planning, grant applications and on-going management.
- A deep understanding of the technical and tactical aspects of table tennis.
- A comprehensive understanding of world class standards and how to create optimal training environments.
- Outstanding communication skills, both written and verbal, including report writing, public speaking and presentations.
- Experience in working with players of varying ability and background.
- Proven negotiation, facilitation and problem solving skills.
- Ability to initiate, plan, coordinate and drive the implementation of agreed KPI's.
- Proven ability to prioritise and organise individual workload and achieve outcomes on time and within budget.

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**Personal Attributes:**

- Highly motivated and goal orientated with a passion for achieving results including meeting and exceeding individual and team KPI's.
- Outstanding leadership skills with a proven ability to inspire and engage others in a long-term vision.
- Team player with the ability to both give and receive constructive feedback.
- Communicates clearly, openly, honestly and respectfully and has the ability to empathise with players from multiple different backgrounds.
- Has a growth mindset and strives for excellence and improvement at individual and team level.
- Proactive nature and uses initiative to identify and drive new opportunities.
- Embraces change, creativity and measured risk taking where required to improve performance.
- Takes time to share information with others, thereby increasing the collective knowledge of performance pathway and high performance table tennis in Australia.
- Demonstrated ability to meet the demands of working with semi-professional athletes.
- An inclusive mindset to ensure that everyone can be involved in table tennis irrespective of their background.
- All TTA staff must agree to abide by all TTA policies and procedures as a condition of employment.

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**WEBSITE**

Table Tennis Australia has a website which includes information on all facets of our activities, services and programs. The website is: [www.tabletennis.org.au](http://www.tabletennis.org.au).

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**APPLICATIONS**

Applicants must submit the following to be considered for the position:

- Resume.
- Brief letter of introduction (no longer than 2 pages) addressing the Responsibilities and the Selection Criteria.

Applications must be forwarded by email to Scott Houston, TTA Chief Executive Officer, at [ceo@tabletennis.org.au](mailto:ceo@tabletennis.org.au) by no later than 11.59pm AEST on Sunday 7 June 2020.