

**Position Description**

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| Position Title: Manager – Athlete & Coach Development | Reporting To: Quarterly activity and progress reports to ET –Junior Committee & CEO |
| Draft: October, 2018 | Incumbent: Vacant |

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| **Role Summary** |
| This role oversees the execution of education and development of athletes and coaches within Basketball Ballarat’s (BB) environment.Focus Areas:* Establish and maintain a strong culture of caring, excellence, standards and discipline for all Elite Teams within a happy and healthy environment
* To guide and implement the philosophy, performance standards and coaching strategies for all Elite Teams (in conjunction with SEABL Coaches)
* To ensure a fully integrated and streamlined Elite Program from U/12 to U/18, Youth League and SEABL Miners & Rush for male and female players, coaches and officials
* Establish, implement and oversee an overall strategy for Basketball Ballarat Elite Teams including:
* player and coach talent identification, development and education
* the creation, implementation and maintenance of key strategies and philosophies for the program
* Oversight of elite athlete workload and welfare
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| **Role Objectives** |
| The objectives of this role are:* Delivery of quality athlete and coaching services
* Ensure continuous education and development of athletes & coaches within the BB environment
* Provide an integrated link for all BVC, BV and regional basketball programs
* Stakeholder management in relation to all development services
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| **Key Relationships** |
| * Coaches at a domestic level and local club committee’s
* Domestic players with elite level aspiration and/or potential
* Elite players and coaches
* BV/BVC Academy, NITP and NPP programs
* Elite Teams Groups and BB Administration
* Media
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| **Qualifications, Knowledge, Experience and Skills** |
| Qualifications* Level 2 National Coaching Accreditation or equivalent experience
* Hold a current Working with Children Check Card
* Tertiary Education in a relevant area

Experience (essential)* Three years’ experience in a State or National competition
* People management skills
* Proven track record of success in the development of players and coaches at all levels
* Understanding of pathways for both coaches and players
* Experience in a similar (or higher) sporting program
* Administration skills
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| **Core Competencies and Attributes** |
| * Strong leadership skills
* Excellent communication skills
* Capable and willing to make decisions within areas of delegated authority
* Be able to demonstrate and use authority and initiative balanced with a practical and commonsense approach
* Well organised
* Strong planning skills
* The ability to work both independently and within a team
* Customer and service focused
* Ability to build and maintain relationships for participants of all ages
* Passionate about basketball
* Honest, reliable and trustworthy
* Be able to mentor, nurture and develop a broad range of athletes and coaches and to facilitate support services where necessary for athletes “at risk”. In the case of players U/18 this will involve liaison and discussion with parents
* Must not advocate, prescribe, recommend, support, administer or participate in the use of drugs, stimulants or doping practices prohibited by the Australian Sports Commission
* Will not engage in any activities or behaviour, which will serve to compromise the BB Elite Teams Program or any representative or player or team officials or bring the sport into disrepute
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| **Key Areas** | **Responsibilities** |
| Development | * Develop, implement and manage BB coaching database (including domestic coaches, coaching accreditations and evaluations)
* Provide resources and guidance for planning and executing productive practices for BB domestic programs
* Manage BB Elite Teams Programs and Elite Coaches as required
* Manage Elite Team Coaches development and implement education programs
* Identify future Miners/Rush players and coaches within our junior ranks, and work with players and coaches to set and achieve goals
* Manage player and coach workload and welfare within elite program
* Plan a structured level 2 player development program to help offset the loss of level 1 athletes to BCoE, relocation for work or study or recruitment by other sports
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| Coaching – Elite Teams | * Appoint and manage all coaching positions associated with BB Elite Teams Program (with Elite Teams Group)
* BB coach evaluation (training and games)
* Conduct other training sessions as required for the development of BB athletes and coaches
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| Coaching – General with a focus on Local clubs at the local and regional level | * Develop and implement standards for all coaches
* Develop and deliver a Coach educator program aimed to enhance coaching skills, knowledge and accreditation levels of individual coaches
* Develop and maintain coaching database
* Develop and maintain online coaching feedback platform via the BB website
* Provide advice and support in regards to coaching resource material
* Communicate pathways to BB domestic coaches
* Provide local and regional opportunities for sharing of best practice and latest trends in development – on court or web based.
* Increase coaching accreditation at domestic level
* Work with clubs and coaches to continue to develop the number and quality of domestic coaches
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| Elite Junior Program | * Deliver Elite Junior program in a professional and timely manner
* Conduct Elite Teams Junior practice sessions
* Deliver Elite camps during school holidays
* Develop additional training or promotional programs
* Identify, recruit and advise the Elite Teams Group on appropriate coaching staff for Elite Teams
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| Senior | * Execute senior individual skills sessions as required to support SEABL programs
* Regularly meet with SEABL and YL Coaches to ensure strategy for player and coach pathway is effective
* Identify future Miners/Rush players and work with coaches to monitor development and welfare
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| Stakeholder Management and Engagement | * As necessary, communicate all elements of the Junior BB calendar of events to relevant stakeholders
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| Training and Development | * Develop standards of play
* Development/implement/monitor skills programs for players
* Develop and implement training programs for BB Elite Teams Program
* Development/implement/monitor coaching education programs for coaches and parents
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| Administration | * Work with BB Admin staff to ensure that the Elite Program is delivered in a timely and professional manner.
* Complete all necessary coach and athlete evaluation sheets
* Upkeep of the electronic resources for elite athlete and coach operations
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| Program Administration | * Develop, implement and manage the calendar of events for the BB Elite Teams Programs including camps, competitions, tournaments, educational sessions and other relevant events
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| Operations | * As directed from time to time, assist in other areas of BB operations
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| Liaison and Communication | * Provide an integrated link for all BVC, BV and regional basketball programs
* Communicate pathways to BB Domestic and Elite Teams Program
* Provide opportunities for sharing of best practice and latest trends in development
* Ensure constructive feedback is given in context and where relevant
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| People Management | * Day to day management of Elite Teams coaches and senior team coaches
* Conflict resolution
* Participation in performance reviews of above staff when and where required
* Identification of training needs for above staff
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| Other | * Duties may vary from those stated above on some occasions
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| **Key Performance Indicators** |
| Reviewed twice each year against Strategic Plan and agreed KPI’s |
| **Term & Remuneration** |
| Fixed term 2-year appointment (including 6-month probation) with remuneration negotiable based on qualifications and experience |