

## COORDINATOR, NSWIS PARA UNIT

<b>Unit</b>	NSWIS Para Unit	<b>Area</b>	High Performance
<b>Agency</b>	The NSW Institute of Sport	<b>Classification</b>	Grade 2, Level 1
<b>ANZSCO code</b>	511231	<b>PCAT code</b>	1339191
<b>Reports to</b>	Head of NSWIS Para Unit	<b>Date of approval</b>	21 January 2025

### ORGANISATIONAL OVERVIEW

The NSW Institute of Sport [NSWIS] is a high-performance sporting organisation that supports Australian athletes to become world's best. We reach all regions of NSW with an Olympic and Paralympic training facility based at Sydney Olympic Park and high-performance hubs across NSW that provide world class daily training environments for our athletes and coaches. Our experts work in collaboration with partners within the national sporting system to create and deliver high performance support services and environments to prepare athletes and coaches for international competition.

### ROLE PURPOSE

The Coordinator, NSWIS Para unit is responsible for the provision of administration and operations support to the NSWIS Para Unit and to ensure that the projects achieve a high standard of compliance with all essential NSWIS policies and procedures. This position reports to the Head of NSWIS Para unit and works closely with the respective staff of the Para Unit, to support the implementation of a national approach to the identification and development of future cycle Para athletes, coaches, and performance support staff.

This position will build and maintain collaborative relationships with key internal staff including the NSWIS Director, Coaching and Talent Development who has accountability for the implementation of the NSWIS Para Unit, and external stakeholders including but not limited to Australian Sports Commission (ASC), Paralympics Australia (PA), NSW Office of Sport (OoS), Australian Institute of Sport (AIS), Regional Academies of Sport (RAS), National Sporting Organisations (NSO), coaches and staff.

### KEY PERFORMANCE AREAS

- Provide quality coordination, operational and administrative support to the NSWIS Para unit in alignment with both the NSWIS strategy, vision and values and the National HP2032+ strategic objectives.
- Assist with implementing and maintaining processes / systems to track performance and evaluate progress; to prioritise and assign tasks, resources, and accountabilities that identify performance objectives and work towards the achievement of Para Unit outcomes.
- Collate, prepare and coordinate accurate information and data as required for internal / external communications such as briefing, memos, presentations and reports as required by the Head of Para Unit and/or Director to inform decision making.
- Record, monitor and analyse data - across the Para Unit key initiatives - to provide accurate and timely information where necessary to the Head of NSWIS Para Unit and/or Director, to report and to help inform sport specific decision making.
- Build and maintain collaborative relationships with key internal and external stakeholders and sport program partners using an athlete-focused and coach-led approach.

- Provide general administrative support for the Para Unit including the coordination of day-to-day logistics, operations, and program budgets to support athletes, coaches, and performance teams (daily training environment, events, competitions, and training camps etc).
- Assist with incorporating technologies and testing methods to assess and evaluate progress of future para-athletes including contributing to Health and Safety processes and improvement quality.

## KEY CHALLENGES

- Work collaboratively within a restricted resource environment, with multiple stakeholders and varying agendas and timelines.
- Navigate a complex high-performance environment that includes multi-discipline delivery of performance teams requiring close liaison with discipline expertise.
- Prioritising workload with conflicting deadlines.
- Maintaining a high level of accuracy and exercising confidentiality.

## KEY RELATIONSHIPS

Who	Why
Director, Coaching & Talent Development	To ensure key deliverables are aligned to strategic direction and key deliverables for the NSWIS Para unit.
Head of NSWIS Para Unit	To support the coordination and administration of key projects,
Para Unit staff	To work collaboratively to support, enable the effective delivery of key initiatives of the Para Unit.
NSWIS staff & managers	To work collaboratively to support Para Unit coaches and athletes to access required services to optimise development and progression.
Key External Stakeholders (ASC, PA, NSOs SSOs)	To maintain effective communication and relationships.

## ROLE DIMENSIONS

Budget	Nil
Authority / approval level	Nil
Direct reports	Nil

## KEY EXPERIENCE AND KNOWLEDGE

Experience	Knowledge
<ul style="list-style-type: none"> <li>▪ 3+ years' experience working in sport coordination or similar roles.</li> <li>▪ Demonstrated experience in providing administrative support for the effective and timely delivery of projects.</li> <li>▪ Demonstrated ability to communicate and report concise and relevant information, for the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of Australian high performance sport systems.</li> <li>▪ Understanding the levers of high-performance sport as well as challenges and barriers of athletes, coaches, and service providers.</li> <li>▪ Intermediate/advanced knowledge of MS Office and other sports specific computer programs.</li> </ul>

preparation of reports, briefing documents, memos and presentations.

- Ability to plan, prioritise and meet deadlines.

## ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Relevant tertiary qualification or similar.</li> <li>▪ Highly developed interpersonal, written, and verbal communication skills.</li> <li>▪ Sport Integrity Australia (SIA) Anti-doping fundamentals and Annual Update.</li> <li>▪ Sport Integrity Australia (PBTR) Child Protection and Safeguarding</li> <li>▪ Current Working with Children Check (WWCC)</li> <li>▪ Valid Driver's license.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in High Performance sport administration and Project management</li> <li>▪ Electronic and online document management and presentation programs and applications, including SharePoint.</li> <li>▪ First Aid and CPR certificate</li> </ul>

## CAPABILITY SUMMARY

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework). Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with integrity	Intermediate	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical, and professional way</li> <li>Support a culture of integrity and professionalism</li> <li>Understand and follow legislation, rules, policies, guidelines, and codes of conduct</li> <li>Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>
<b>Relationships</b> Commit to customer service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Design processes and policies based on the customer's point of view and needs</li> <li>Understand and measure what is important to customers</li> <li>Use data and information to monitor and improve customer service delivery</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to collaborate with other teams/units to solve issues and develop better processes and approaches to work</li> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>
<b>Results</b> Plan & prioritise	Intermediate	<ul style="list-style-type: none"> <li>Understand the team/unit objectives and align operational activities accordingly</li> <li>Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> </ul>

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think & solve problems	Intermediate	<ul style="list-style-type: none"> <li>▪ Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>▪ Accommodate and respond with initiative to changing priorities and operating environment</li> <li>▪ Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>▪ Research and analyse information and make recommendations based on relevant evidence</li> <li>▪ Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>▪ Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>▪ Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>