

HEAD OF NSWIS PARA UNIT

Unit	NSWIS Para Unit	Area	High Performance
Agency	The NSW Institute of Sport	Classification	Grade 4, Level 1
ANZSCO code	149133	PCAT code	2559191
Reports to	Director, Coaching & Talent Development	Date of approval	20 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 Head of NSWIS Para Unit will play a pivotal role in driving the implementation and operational delivery of a national approach to the identification and development of future cycle Para athletes, coaches and performance support staff. The primary focus is on identifying and increasing the numbers of pre-categorised athletes who demonstrate the potential to progress to elite level competition, and to enable these athletes with opportunities to sample sports, access coaching and performance support services. The primary outcome is to enable greater athlete representation and to achieve medal success at future Commonwealth Games, Summer and Winter Paralympic Games. As a new role in the national sport system, there will be a high degree of sharing, collaborating, and learning, in line with the National 2032+ Win Well High-Performance Strategy.

KEY PERFORMANCE AREAS

- Work with the NSWIS Director, Coaching & Talent Development, lead the development and delivery of the NSWIS Para Unit in alignment with both the NSWIS strategy, vision and values and the National HP2032+ strategic objectives. This includes consideration of the key performance areas of:
 - Athletes
 - Coaching
 - Leadership & Culture
 - Daily Training Environment (DTE)
 - Competition
 - Research & Innovation.
- Collaborate with system partners to identify and recruit future cycle para-athletes through existing talent initiatives eg: AIS future green and gold, Paralympics Australia para-try days, and provide opportunities and exposure to sports, coaching and integrated performance support services.
- Identify future cycle athletes through the Regional Academy of Sport para-athletes and state sporting organisation and other Allied Health pathways.
- Facilitate the process for classification and align the sport and event suitability for para-athletes.
- Manage and lead the design and delivery of Individual Performance Plans (IPP) in collaboration with coaches and performance support staff. This will include implementation of evidence-based strategies to address gaps in development and the planning, monitor and review of athlete progression.
- Collaborate with system partners to identify and create opportunities for both existing and future coaches

about working with both future cycle and para-athletes.

- Lead and facilitate the para-athlete assessment, selection and participation initiatives.
- Create opportunities to support the professional development of coaches and staff working within para-sport pathways.
- Cultivate a high-performance culture within the NSWIS Para Unit by establishing clear roles, fostering collaboration, and empowering staff to achieve optimal results.
- Provide leadership, strategic insight, and direction to the NSWIS Para unit, ensuring effective planning, data collection, monitoring, and review processes.
- Build and maintain strong relationships with Paralympics Australia (PA), Australian Institute of Sport (AIS), the National Institute Network (NIN), National Sporting Organisations (NSOs) including athletes, coaches, performance support staff, and external partners, to optimise para-athlete development and to achieve increased representation and performance at future Commonwealth and Paralympic Games.

KEY CHALLENGES

- Working in a fast paced, complex multi-sport and multi-discipline high performance environment.
- Working within a restricted resource environment.
- Working collaboratively with multiple stakeholders and varying agendas.
- Driving a high-performance culture across stakeholders and disciplines.
- Contributing to a safe, diverse, and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, Code of Conduct, Child Safe. Anti-doping and work health Safety and Wellbeing requirements.

KEY RELATIONSHIPS

Who	Why
NSWIS Director, Coaching & Talent Development	To consult and collaborate on the implementation and delivery of the NSWIS Para Unit strategy.
NSWIS Para Unit staff	To collectively build a holistic program that identifies, provides opportunities to develop and enable athlete progression through the para pathway.
NSWIS staff	To work collaboratively to support and enable the development of future cycle para-athletes.
NSWIS Sport Science and Performance Health staff	To contribute and work together to build a holistic program that develops athletes to progress and optimise performance.
External stakeholders including AIS, PA, NIN, NSOs	To ensure NSWIS Para Unit is aligned to the strategic objectives and outcomes of the respective organisations.

ROLE DIMENSIONS

Budget	\$60,000
Authority / approval level	\$10,000
Direct reports	4-6 direct reports

KEY EXPERIENCE AND KNOWLEDGE






Experience	Knowledge
<ul style="list-style-type: none"> ▪ Extensive experience in para sport with a good understanding of classification and para-athletes and Para sport-specific matters. ▪ Experience working with athletes, coaches and integrated performance support teams to support the training and development of athletes across areas including technical, tactical, physical, physiological and skill development. ▪ Experience in the management of budgets, resource allocation, and preparation of reports. ▪ Successful leadership of a high-performance sport support team to achieve holistic athlete and sport performance outcomes. ▪ Experience with implementing and driving monitoring systems for athlete development and tracking across national systems. ▪ Experience in building and driving partnerships in sport to better achieve shared high performance development outcomes. 	<ul style="list-style-type: none"> ▪ Demonstrated knowledge and thorough understanding of key drivers in high-performance sport and athlete development, including the ability to identify athletes and to develop, monitor and assess athlete progression. ▪ Advanced analytical, planning and organisational skills to effectively design and deliver a varied work program, manage resources and make ethically informed decisions to support the goals of the business. ▪ Highly developed conceptual and problem-solving skills, including demonstrated ability to quickly identify, analyse and research complex situations to devise appropriate strategies. ▪ Knowledge of talent pathway considerations and associated athlete success profiles for stages of the pathway. ▪ Knowledge of frameworks and tools that promote continuous improvement for work teams and individual contributors. ▪ Knowledge and understanding of the national high-performance system.

ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> ▪ Tertiary qualifications in sport management, sport science or another relevant field. ▪ A strong commitment to Para sport as a continuing, or new career path. ▪ Exceptional interpersonal communication skills and emotional intelligence, with a demonstrable ability to engage new stakeholders quickly and foster strategically aligned partnership that are mutually beneficial. ▪ Current Working with Children Check (WWCC). ▪ Valid Driver's Licence. 	<ul style="list-style-type: none"> ▪ Post graduate qualification in sport management, sport science or another relevant field. ▪ High performance coaching qualification or equivalent ▪ Sport Integrity Australia (PBTR) Child Protection and Safeguarding ▪ Successful completion of SIA - Anti-match fixing education components, anti-doping fundamentals and annual update. ▪ Current First Aid and Resuscitation certificate ▪ Intermediate/advanced knowledge of MS Office programs.

CAPABILITY SUMMARY

The [NSW Public Sector Capability Framework](#) is a foundational tool that supports the public sector to attract, recruit, develop and retain a responsive and capable workforce. Below are the capabilities and level required to successfully perform 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
	Act with Integrity	Intermediate
	Manage Self	Advanced
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

FOCUS CAPABILITIES

The focus capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours expected at that level. Focus capabilities are aligned with the role's key performance areas.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect, and act on feedback on own performance Translate negative feedback into an opportunity to improve Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation
Relationships Communicate effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences

Group and Capability	Level	Behavioural Indicators
Relationships Work collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration Build cooperation and overcome barriers to information sharing and communication across teams and units Share lessons learned across teams and units Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
Relationships Influence & negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relations with internal and external stakeholders Anticipate and minimise conflict
Results Deliver results	Adept	<ul style="list-style-type: none"> Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Group and Capability Level Behavioural Indicators Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Think & solve problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process, and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies, and programs against clear criteria
Business enablers Finance	Intermediate	<ul style="list-style-type: none"> Understand basic financial terminology, policies, and processes, including the difference between recurrent and capital spending Consider financial implications and value for money in making recommendations and decisions Understand how financial decisions impact the overall financial position Understand and act on financial audit, reporting and compliance obligations Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these
People management Manage & develop people	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor and report on team performance in line with established performance development frameworks