

PARA-TRANSITION LEAD COACH

Unit	NSWIS Para Unit	Area	High Performance
Agency	The NSW Institute of Sport	Classification	NSWIS Grade 3, Level 1
ANZSCO code	452317	PCAT code	3119192
Reports to	Head of Para Unit	Date of approval	3 April 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.

NSWIS PARA UNIT

The NSWIS Para Unit is a key enabler of Australia's *Win Well HP2032+ Sport Strategy* and the *Para System Uplift*, serving to address systemic barriers and support aspiring Paralympic athletes upon entry and progression through the High-Performance Para Athlete Pathway.

The NSWIS Para Unit consists of a team of administration, coaching and performance support staff who work together and integrate with the wider NSWIS organisation to achieve the objectives of the unit.

A primary objective of the NSWIS Para Unit is to support the identification and verification of future Paralympic athletes who demonstrate the potential, commitment and drive to progress through the HP pathway to elite level competition. This will be achieved by facilitating an integrated and holistic approach for identified athletes; providing guidance, education for eligibility and classification, creating opportunities to sample Paralympic Games sports and disciplines, adoption of Individual Athlete Performance Plans (IAPPs) to identify needs and target development - as well as creating opportunities to access coaching expertise, classification expertise, performance support staff, the daily training environment and participation in competition.

ROLE PURPOSE

The Para-Transition Lead Coach will play a lead role in the identification, recruitment and support of para-athletes who have the potential to perform at a high level and work with para-athletes to find the sport(s) which best align with their interest, strengths and skillset. The position will work closely with NSOs/NSODs, SSOs, Regional Academies of Sport, schools, clubs, centres of rehabilitation, National Institute Network (NIN), Paralympic Australia (PA) and the AIS to expand the number of para-athletes within the para-pathway and on scholarship at NSWIS, actively identifying and transferring talent, and providing comprehensive development opportunities across various para-sports through collaboration with NSWIS and network coaches and performance specialists.

KEY PERFORMANCE AREAS

- Develop an operational plan that demonstrably increases para-athlete recruitment into the para-sport pathway and NSWIS, with clear targets for participation and achievements.
- Work as part of a multi-disciplinary. Inter-disciplinary team within the NSWIS Para Unit and the wider NSWIS organisation.
- Identify and develop a network of external stakeholders who can support and deliver inclusive and

appropriately delivered coaching to pre-emerging para-athletes.

- Implement talent identification, development and transfer activities that consistently discover and nurture para-athlete potential within New South Wales ensuring a consistent pipeline of athletes progressing into the para-sport pathways and NSWIS programs.
- Identify and where needed establish high-quality, inclusive training environments that effectively meet the individual needs of para-athletes, evidenced by positive athlete feedback and demonstrated inclusive coaching practices.
- Optimise para-athlete performance through targeted testing and expert advice. Success is defined by improved performance metrics, leading to improved performance, successful classifications, athlete categorisation and national/international competitive success.
- Where appropriate, liaise with experts at NSWIS, Paralympics Australia and AIS Engineering with respect to sourcing sporting equipment to meet para-athlete requirements.
- Collaborate with and educate NSWIS coaches and performance support staff to develop their understanding and delivery of specialised performance support and testing protocols designed specifically for para-athletes
- Deliver expert advice on eligible impairments and streamline the athlete classification process ensuring fair and accurate categorisation and appropriate competitive development opportunities.

KEY CHALLENGES

- Working within a restricted resource environment.
- Working collaboratively with multiple stakeholders and varying agendas.
- Adapting to ways of working that includes cross discipline delivery of performance support requiring close liaison with discipline expertise.
- 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 Head of Para Unit	To collaborate and support the coordination of key projects and key deliverables of the NSWIS Para Unit.
NSWIS Coordinator, Para Unit	To facilitate effective sport operations
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, AW&E 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, NSODs, SSOs, RASI, Clubs, Schools, Centres of rehabilitation	To ensure NSWIS Para Unit is aligned to the strategic objectives and outcomes of the respective organisations. To build strong connection with all potential sources of talent.

ROLE DIMENSIONS

Budget	nil
Authority / approval level	As per Delegation Manual
Direct reports	nil

KEY EXPERIENCE AND KNOWLEDGE

Experience	Knowledge
<ul style="list-style-type: none"> Experience in leading the development, implementation and delivery of coaching and technical guidance to a group of pre-emerging and emerging athletes within the program's daily performance and competition environment. Possesses a thorough knowledge of best practice and trends in high performance sport related to para-sport. Able to build and maintain collaborative relationships with a variety of internal and external stakeholders. Experience with implementing monitoring systems for tracking athlete development. Demonstrated competence in working respectfully and effectively with Aboriginal and Torres Strait Islander peoples, including a strong understanding of cultural values and social issues, and a commitment to ensuring programs and services are accessible and responsive to community needs. Works collaboratively with staff and stakeholders to effectively deliver outcomes and create a culture of quality and continuous improvement change and risk management initiatives. Demonstrated ability to provide succinct written and verbal communications based on sound analytical research and contemporary discipline knowledge; and plan and set priorities that support the delivery of time critical projects and deadlines. 	<ul style="list-style-type: none"> Has an established coaching philosophy, including established values and standards of behaviour for athletes and staff. Demonstrated knowledge of high-performance best practice, including awareness of developing trends in coaching technique, skill development, program growth and long-term holistic development. Able to develop, evaluate, implement and improve professional duties with limited direction and an ability to supervise/mentor staff and positively support. Intermediate knowledge of MS Office and other sports specific software programs.

ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> Nationally or internationally recognised coaching accreditation or certification Current Working with Children Check (WWCC) Current First Aid and Resuscitation certificate Sport Integrity Australia Anti-Doping Fundamentals and annual update 2022 Sport Integrity Australia (PBTR) Child Protection and Safeguarding 	<ul style="list-style-type: none"> Intermediate/advanced knowledge of MS Office programs Tertiary qualification in management, leadership, sports coaching, or other relevant field

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	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Adept
	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 Act with integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical, and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour
Relationships Communicate effectively	Adept	<ul style="list-style-type: none"> Tailor communication to diverse audiences 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
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

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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 relationships with internal and external stakeholders Anticipate and minimise conflict
Results Deliver results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines 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 that the financial implications of changed priorities are explicit and budgeted for
Results Think & solve problems	Adept	<ul style="list-style-type: none"> Research and apply critical thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify, and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek contributions and ideas from people with diverse backgrounds and experience Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
People management Inspire direction& purpose	Adept	<ul style="list-style-type: none"> Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders Translate broad organisational strategy and goals into tangible team goals and explain the links for the team Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders Work to remove barriers to achieving goals