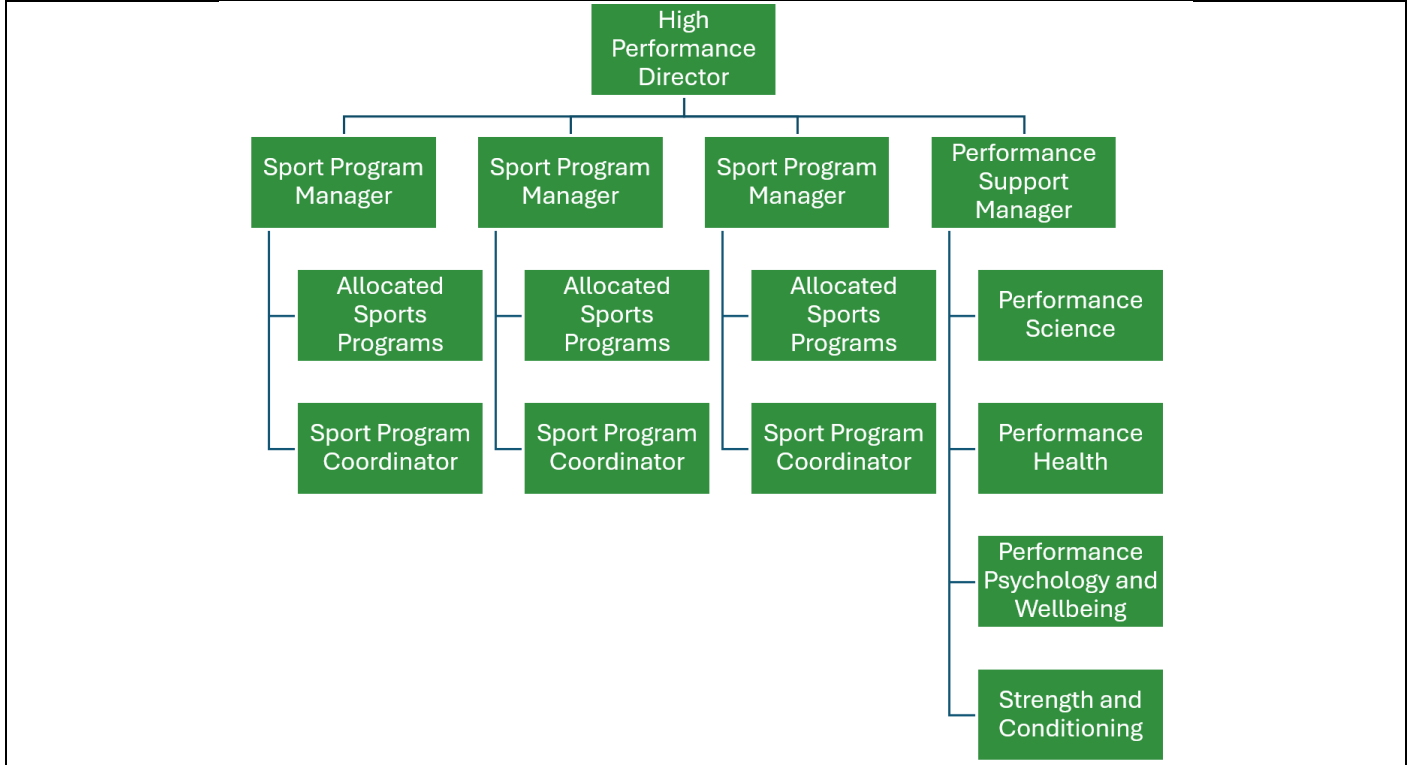


POSITION DESCRIPTION

POSITION TITLE	Sport Program Manager
APPROVAL DATE	October 2024



ABOUT WAIS

The Western Australian Institute of Sport (WAIS) was established in 1984 to enable Western Australian athletes to achieve international sporting success. WAIS operates in partnership with National Sporting Organisations and State Sporting Associations, the Department of Local Government Sport, and Cultural Industries and VenuesWest to deliver high performance daily training environments for sports and athletes in support of the National High Performance Sport Strategy outcomes.

Our purpose is to enable Western Australian athletes to achieve international sporting success, and our vision is to have Western Australian sporting champions creating community pride and inspiring the next generation.

We do not support a win at all costs culture – success for us is about **winning well**. We are about our people and creating a culture of excellence, teamwork and respect. From athletes to support staff, everyone at WAIS plays a critical role in our success.

OUR VALUES

Passion	Quality	Integrity	Teamwork
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POSITION PURPOSE

The Sport Program Manager leads interdisciplinary teams to achieve partnered sport program outcomes. They ensure alignment with organisational KPIs and national strategy. As a pivotal leader, this role actively engages coaches and performance sport services to drive peak performance and instil a culture of excellence across assigned programs.

KEY RESPONSIBILITY AREAS (KRAs)	
KRA 1	Team Leadership and Integrated Performance Support
KRA 2	Delivery of Sport Partnership Agreements
KRA 3	Stakeholder Relationship Management
KRA 4	Support Innovation and Performance Support Delivery Standards
KRA 5	Safety and Policy Implementation
KRA 6	Financial Management

KEY RESPONSIBILITY AREAS (KRAs)	
1	Team Leadership and Development
1.1	Provide leadership and support to all direct reports, ensuring program goals and high-performance standards are delivered with a Win Well ethos.
1.2	Lead integration of interdisciplinary support teams (coaching, sports science, nutrition, psychology, performance health, wellbeing and engagement), to deliver impactful holistic support in achieving athlete and program goals.
1.3	Oversee the professional development of assigned sport program coaches.
2	Delivery of Sport Partnership Agreements
2.1	Ensure that all sport partnership agreements are effectively implemented and monitored, driving program outcomes that meet established objectives.
2.2	Regularly assess program performance and make data-driven adjustments to enhance outcomes.
3	Stakeholder Relationship Management
3.1	Build and maintain strong relationships with National Institute Network (NIN), National Sporting Organisations, and State Sporting Organisations to facilitate effective collaboration and resource sharing.
3.2	Act as the primary point of contact for stakeholders, ensuring clear communication and alignment of goals.
4	Innovation and Performance Support Delivery Standards
4.1	Support the Research, Innovation and Intelligence Director in driving innovation and implementing applied research at WAIS.
5	Safety and Policy Implementation
5.1	Ensure that high-performance environments are safe within assigned programs, compliant with relevant policies, and conducive to athletes' well-being and development.
5.2	Implement and uphold all relevant policies and procedures within assigned programs, promoting a culture of safety and responsibility.
6	Financial Management
6.1	Overseeing budget allocations, ensuring adherence to financial limits, and approving expenditures within delegated authority in line with WAIS policy and processes.
7	Other duties
7.1	Any other duties as required.

POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

- A minimum of five (5) years' experience in a leadership role such as a Head Coach or Sport Program Manager, within a Performance Sport Discipline or in a comparative role.
- Demonstrated experience building and maintaining effective working relationships with a variety of internal and external stakeholders including practitioners, coaches and athletes.
- Strong knowledge and understanding of the Australian High-Performance System.
- Understands world-class performance standards applicable for various practitioners and uses this to guide their impact on the assigned programs.
- Excellent interpersonal and written communication skills with a demonstrated ability to effectively liaise with management, colleagues and stakeholders at all levels.
- Highly developed organisational skills with the ability to effectively manage your own time and others to ensure achievement of competing priorities.
- Relevant tertiary degree or qualification is desirable but not required.
- This role requires a valid WWCC and will be subject to a National Police Criminal History check prior to appointment.

WORKING WITH CHILDREN

WAIS is committed to protecting children and young people from harm. We require all applicants that will work with children and young people to undergo an extensive screening process prior to appointment. All staff must commit to the WAIS Child Safe Commitment Statement which is:

All children and young people have the right to be and feel safe. In pursuit of their high-performing sporting aspirations, children and young people and their families place their trust in WAIS. WAIS is committed to the safety, wellbeing and empowerment of all children and young people involved in our organisation. Everybody at WAIS is responsible for working together to proactively address risks to child safety and continuously improve our child safe culture and practices.

WAIS has 100% commitment to child protection and the physical and psychological safety of children and young people. All allegations, disclosures and concerns will be treated seriously and responded to immediately, consistent with our policies and procedures.

CITIZENSHIP/VISA

You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify WAIS if your right to work in Australia ceases.

VALUE	INDICATOR
Passion We have a passion for high performance and the desire to demonstrate our commitment of mind and body to WAIS and its purpose.	<ul style="list-style-type: none">• Has a positive influence on people and the team• Demonstrates high levels of resilience• Value the purpose of high-performance sport• Demonstrates a determination to make a valuable contribution
Quality We have a personal commitment to provide the highest quality service.	<ul style="list-style-type: none">• Provides useful and responsive support• Work is reliable and consistently of a high standard• Builds trust and confidence when delivering a service• Anticipates issues and opportunities and is proactive to provide guidance• Pays attention to detail
Integrity We follow moral and ethical convictions by doing the right thing in all circumstances.	<ul style="list-style-type: none">• Treats people with respect, courtesy, and kindness.• Actions are ethical, honest, and truthful• Always maintains consistency of character

<p>Teamwork We work cooperatively and effectively with others to achieve common goals and participate in building a group identity characterised by pride, trust, and commitment.</p>	<ul style="list-style-type: none"> • Positively participates in the development of team goals • Cooperates with other team members to attain common goals • Contributes to the identification and removal of barriers within the team • Recognises the contribution of others to achieving team goals
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Our Diversity Message

We are passionate about helping people lead positive, healthy, and active lives. We embrace diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, life stage, and encourage everyone to apply.

Our Safety Message

WAIS strives to be a safe environment for all. We actively undertake measures to ensure the safety of children and young people, athletes, and vulnerable people in our physical, digital, and cultural environment. This includes risk assessing our positions to determine which require a Working with Children clearance.

Employment Policies

The conditions outlined within the WAIS Employment Policies Manual and your individual letter of employment, shall apply at all times.