



Schedule 2

POSITION DESCRIPTION

TITLE:	CRUSADERS INTERNATIONAL ACADEMY (CIA) COACH – UNIVERSITY OF WOLLONGONG (UoW), SYDNEY, NSW, AUSTRALIA
INCUMBENT:	VACANT
REPORTS TO:	CRUSADERS INTERNATIONAL ACADEMY (CIA) MANAGER
POSITION OBJECTIVES:	TO LEAD THE UNIVERSITY OF WOLLONGONG & CRUSADERS GLOBAL RUGBY PROGRAMME AT THE UNIVERSITY OF WOLLONGONG TO DEVELOP A WORKING KNOWLEDGE OF THE CRUSADERS INTERNATIONAL ACADEMY AND LEAD AND DEVELOP ALL PLAYERS WHO ATTEND THE UNIVERSITY OF WOLLONGONG & CRUSADERS GLOBAL RUGBY PROGRAMME.
LAST REVIEWED:	JUNE 2020
BY:	HR MANAGER AND CIA MANAGER
NB:	THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME, BUT NO LESS THAN ON AN ANNUAL BASIS.

Achievement of the position objective will be measured through the following key result areas.

1 Programme Development

EXPECTED RESULTS:

- Coordinates and oversees the development of all resources required to service the global rugby programme
- Identifies and communicates networks to develop future opportunities for players

2 Lead the CIA Global Rugby Programme at the UoW

EXPECTED RESULTS:

- Provides visionary, strategic and organisational direction for the CIA Global rugby programme at UoW
- Ensures strong connection, alignment and programme unity between the Global Rugby Programme at UoW and the Crusaders Christchurch based Academies and Tasman Academy Centre
- Further develops and enhances procedures which enable the programme to run more effectively and better meet the needs of players and management
- Provides leadership, motivation and direction to the programme staff and contractors, to ensure they meet their objectives and the goals of our organisation

3 Day-to-Day Operations of the Global Rugby Programme at UoW

EXPECTED RESULTS:

- Responsible for:

- Fitness assessments and personalised fitness and conditioning programmes delivered by the Strength and Conditioning staff
- The development of individual Performance Plans for all players
- Coordination of rehabilitation programmes to enable players to return to full training
- Providing specific and non-specific rugby training
- Liaises with senior club coaches and club management to ensure a positive relationship is maintained between the programme and clubs
- Oversees a reporting system from club coaches on players in the programme to be passed on to mentors and other coaching staff
- Provides a solid support structure for the players, e.g., liaises with family, parents, coaches, mentors, agents and medical staff
- Ensures players have access to video footage to be used by mentors and other coaching staff
- Develops a series of lectures for each year group to further develop the individual and personal self
- Ensures access to laws of the game is provided and introduce referees to discuss laws
- Conducts one to one interviews with programme members and makes self-available to discuss welfare issues with players

4 Future Development and Enhancement of the Crusaders Global Rugby Programme at UoW

EXPECTED RESULTS:

- Considers and develops programmes and products that enhance the UoW and Crusaders global rugby programmes
- Further develops and enhances procedures which enable the programme to run more effectively and better meet the needs of players and management
- Further enhances the overall vision of the UoW and Crusaders global rugby programme

5 Player Personal Development

EXPECTED RESULTS:

- Works closely with the UoW Global Sports Program Manager to assist with player welfare during their time in the programme
- Identifies needs of players, develop and assist with the delivery of a series of high-quality lectures to cover off training needs to develop life skills for the rugby players
- Implements time management plans that are regularly reviewed
- Develops a strong relationship with UoW staff to ensure the on-going success of the global rugby programme
- All players have a positive, enjoyable and developmentally beneficial experience whilst attending the programme
- All players' wider family are happy to be associated with UoW and Crusaders global rugby programme

6 Liaison with Representative and Club Coaches and Management

EXPECTED RESULTS:

- Participates in regular forums to ensure a consistent approach to selection for players at their respective club and if higher honours occur
- Reports on a regular basis to CIA Manager and produces regular Board Reports if required

7 Continuous Improvement

EXPECTED RESULTS:

- Implements and responsibly manages the approved overall budget plan achieving the targets as established, on time, to an agreed level of quality and to budgets
- Contributes to the overall management of the programme by participating in meetings and other activities as required by the UoW and CIA
- Keeps up to date with industry best practice and attend any training or undertake development opportunities as required

8 Staff Management and Development

EXPECTED RESULTS:

- Models expected behaviour, holds self and others accountable and shapes a high-performance culture within the coaching team
- Key result areas and performance targets are negotiated with relevant team members and staff performance is managed through coaching and mentoring
- Engages staff and contractors in line with relevant HR processes
- Team relationships are fostered, and a team approach is facilitated within the UoW and Crusaders global rugby programme

9 Health and Safety

EXPECTED RESULTS:

- Adheres to all Health and Safety systems and emergency procedures that are in place throughout the University of Wollongong
- Encourages staff and player participation in the global rugby programme's health and safety system
- Ensure that staff and contractors comply with their health and safety obligations, complete the appropriate H&S induction, understand their obligations and know where to find all H&S information pertaining to their working environment
- Demonstrates a commitment to continuous health and safety improvement
- Promptly and accurately reports all hazards, accidents and incidents
- Attends health and safety update training sessions as required

11 Undertake any other duties as directed or required at any given time.

EXPECTED RESULTS:

- Such duties are carried out in a timely, professional, accurate manner
- Participates in training and development related to the position as required.
- Actively participates in the annual performance review process.

KEY AREAS OF AUTHORITY

Budget: Spending authority in line with delegated limits.

Other: N/A

FUNCTIONAL RELATIONSHIPS

Internal:

- GM Partnerships
- Head of Marketing and Communications
- Crusaders and CRFU coaching and High Performance staff
- Accounts & other Crusaders & CRFU staff
- University of Wollongong operational staff

External:

- Waratahs Rugby
- Potential new players (domestically and internationally)

- School, Club & Representative coaches
- Sponsors of UoW global rugby program

PERSON SPECIFICATION

Qualifications & Experience:

- A minimum of five years' experience in a professional sports environment
- Qualified and experienced Rugby Coach
- A tertiary qualification in a related field (desirable)

Skills and Abilities

- Ability to deliver customer focused solutions
- Strong business acumen
- Strong and effective written and verbal communication skills
- Strategic analytical and problem-solving skills
- Ability to develop effective relationships across the business and with key stakeholders
- Strong leadership and interpersonal skills
- Solid technical skills in the Microsoft Office suite and other systems as required
- Professional manner and approach