

## Position Description for National Team Manager

### Conditions of appointment:

Conditions of appointment for the position of National Team Managers:

- (a) The position is not at paid position.
- (b) The successful applicant will have accommodation, travel and approved expenses paid for his/her attendance at relevant tournaments such as Qualification Tournaments, World Championships/Challenge Trophy and any other events as are granted prior approval by the Board of the AHF.
- (c) The successful candidate must agree to attend the events and tournaments as outlined in (b) above.
- (d) Appointment will be subject to required compliance with the relevant Child Protection legislation in the candidate's state of residence (when the position is in relation to juniors). If the recommended candidate is an overseas applicant, compliance will be with the requirements of the HA state of incorporation or the main state in which coaching/ management will occur. It is a requirement that all persons working with Australian children or young people declare whether they are deemed a prohibited person. Persons previously convicted of a serious sex offence or any registerable offence cannot apply for this position. Managers are also required to complete the online Play by the Rules ASC compliance course  
<https://learning.ausport.gov.au/jportal/Courses/tabid/62/Default.aspx>
- (e) Coaching and management positions will be governed by attainment of Key Performance Indicators (KPI) as set by the HA Board. KPI's will include, but may not be limited to: setting and monitoring player fitness targets; communication with players, liaising with and reporting to management and the High Performance Committee Representative as required; adhering to financial and budgetary constraints set by team management and the HA: achieving technical and performance improvement in comparison to previous events and championships.

### **NATIONAL TEAM MANAGERS – Criteria for the Position: (Please address these following 8 Criteria in your application):**

1. Agreement to work within and abide by all HA policies, guidelines and Standards, including the Code of Behaviour in the Member Protection Policy as are published and/or provided from time-to-time.
2. Proven ability to assist in the planning and conduct of an appropriate, effective and realistically resourable Program for a representative team.
3. Proven ability to establish and maintain team harmony and discipline under conditions of intensive training and competitive pressure.
4. Proven ability to identify, budget and estimate, as well as schedule and allocate resources required and prioritise to manage the application of all available resources to achieve the most effective outcome for the team.

5. Proven ability to perform all key responsibilities and accountabilities as outlined below.
6. Demonstrated high level written and oral communication skills in the development of plans, budgets and reporting.
7. Demonstrated behavioral competencies and qualities required for the position as outlined below.
8. Preparedness to accept the conditions of the appointment as outlined above.

**NATIONAL TEAM MANAGERS - Key responsibilities/accountabilities:**

- Provide communication with State Association administrations, national squad members, HA Board, media and PR officer and any other relevant persons and organizations on behalf of the National Team Program in consultation with the HA High Performance Committee Representative.
- In consultation with the coach, formulate, prepare and distribute a suitable program of training, competition and other events for the appointed period.
- Arrange and liaise with medical and support staff to ensure adequate resources are available to allow them to perform their job to the best possible standard.
- When necessary arrange for transportation of injured or ill players to an appropriate medical facility for treatment in consultation with medical and support staff.
- Organise all matters related to meals, snacks, hydration, etc for players and officials whilst in camp, training, competition and other events in consultation with coaching, medical and support staff.
- Manage the attendance of all participants (players and officials) at camps, training, competition and other events, including but not limited to arranging airline tickets and other transport, accommodation and facilities, in consultation with the HA High Performance Committee Representative.
- Manage the procurement, distribution, maintenance and security of National Team uniforms, including arranging laundry of such items (including other, personal items when possible) particularly during extended camps and overseas tours, noting that procurement of uniforms must be arranged in consultation with the HA High Performance Committee Representative.
- Provide guidance to players and officials in relation to equipment, clothing, personal effects, etc as required for travel in relation to camps, training, competition and other events.
- In relation to camps, training, competition and other events, prepare a schedule of activities and tasks and post and/or communicate its contents to all players and officials, on a daily basis, in consultation with coaching, medical and support staff.
- Prepare and maintain a budget in relation to the Program of training, competition and other events for the appointed period, in conjunction with the HA High Performance Committee Representative.
- Comply with HA guidelines in relation to all income and expenditure related to the Program, in conjunction with the HA High Performance Committee Representative/Treasurer.

- Prepare reports on the activities of the Team, in an approved format, including a report on all financial matters, for the relevant period as specified by the HA Board, in conjunction with the HA High Performance Committee Representative.
- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with HA Policies and codes of conduct, in consultation with the HA High Performance Committee Representative and coaching staff.
- Ensure athletes are advised of limitations to travel and HA insurance in regards to injuries received whilst training or in competition. Assist athletes with claim procedure if required.
- Liaison with and reporting to ASADA/ WADA to maintain team compliance.

**NATIONAL TEAM MANAGERS - Key skills required:**

- Detailed knowledge of team management requirements.
- Experience in team management and operations.
- Proven management expertise and ability to lead a competitive team.
- Long-term interest and involvement in sport.
- Ability to work under pressure, working to timetables and budget.
- Report writing skills.
- Understanding of both domestic and international sport, particularly of handball.

**NATIONAL TEAM MANAGERS - Behavioral competencies and qualities required:**

- Enthusiastic about the sport of handball
- Displays the highest levels of integrity and commitment
- Demonstrates an ability to deliver excellent results
- Demonstrates enjoyment in their work
- Values inclusiveness in all its forms
- A willingness to work in a spirit of partnership
- Flexible and adaptable in a dynamic environment
- Able to cope with unforeseen change
- Develop appropriate strategies in line with responsibilities
- Strong communicator
- Team player who can also work on own initiative
- Assertive and confident
- Detailed and organised in report writing and Program preparation.
- Communicates effectively both externally and internally
- Works closely to deadlines
- Calm and effective demeanor in high pressure situations