

<b>Position Title</b>	Assistant Coach – Swimming
<b>Group/Portfolio</b>	Industry and External Engagement   Sports Engagement
<b>Classification</b>	Individual Contract
<b>Position Number</b>	00060760
<b>Reports To</b>	Director, Sports Engagement ( <i>internally</i> ); Griffith University Swimming Head Coach ( <i>Swimming Australia</i> )
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

Based at the Griffith University Gold Coast campus and the Griffith Swimming Hub at Southport, the position is responsible for supporting the high-performance Griffith Swimming squad and in particular working closely with the Swimming Australia in developing and implementing a high-performance coaching program. This position will focus on promoting a high-performance positive team culture, assuring those associated with the programme flourish both as performance athletes and human beings.

This position will work in together with the other Griffith Swimming programs within the Griffith swimming club. Collaborating with the coaches to improve the development of all programs, of athletes and enhancing pathways into each of the squads within the club.

## 2.0 Eligibility Requirements

- The occupant of this position will hold Swimming Australia Advanced Coach Accreditation or international equivalent with a minimum of 5 years' experience in an elite athlete coaching position or equivalent relevant experience.
- The occupant must have a satisfactory working with children check and police/criminal record check.
- The occupant must familiarise themselves with the Swimming Australia Anti-Doping Policy and the Swimming Australia Safe Sport Framework and ensure the High-Performance Squad program operations are conducted in accordance with that policy and that framework.

## 3.0 Key Responsibilities

### Coaching & Training

- Assist in the planning and execution of daily training sessions
- Develop and implement individualised and personalised training plans for athletes
- Act as an advisory for all athlete periodisation, planning, logistical short and long-term
- Provide varied coaching to all members of the group

- Work as part of the Performance Support Team to create a collaborative environment for ideas sharing and check and challenges - Coaching to Science to Coaching
- Role model and implement coach led - athlete centred - expert supported philosophy
- Develop an area of expertise in a designated specialist training area fostering and developing this area in consultation and collaboration with the head coach and PS team
- Work as part of the Swimming Australia and Griffith University teams to provide education and training resources to the community of practice around the program
- Demonstrated ability to develop and maintain documentation and training resources to support digital literacy across the program.
- Collaborate with cross-functional teams to implement and integrate new digital tools and technologies.
- Drive continuous improvement through the evaluation of platform analytics in collaboration with Hub Manager and Multidisciplinary team.

### **Program Support**

- Support the design, delivery and administration of associated camps & comps
- Work closely with the QAS hub manager to forecast training and programme requirements (Pool/Gym time)
- Where required under the direction of the head coach produce and distribute weekly hub performance meeting notes and associated action requirements to be distributed to the wider eco system. Where required, assist in the preparation of reports and compliance documentation for SA and QAS.
- Use technology and the SA Tech stack to keep coaching team/athletes/PS team connected with the plan, training schedule and communication channels.
- Where required support the program management under the direction of the Head Coach which may include leading communication and meetings with external partners, SA or QAS.
- Where required and under the direction of the Head Coach, collaborate with QAS staff to support the ongoing development and execution of individual athlete plans.
- Where required under the direction of the head coach support the Griffith University Swim program. This may include support with coaching and development of other coaches and swimmers in the program.

### **Culture and Relationships**

- Build sustainable relationships with a wide range of key stakeholders. Specifically, coaches and key staff at Griffith University as well as QAS staff as a priority. Maintain relationships with coaches and club programs in the geographical vicinity of South-East Queensland to ensure a collegiate relationship with the swimming community and the ongoing development of the Griffith Swim Club.

- Proactively develop and drive PS and PD forums for a cross fertilisation of ideas that benefit all parties involved in the program
- Lead the design and implementation of novel training opportunities (eg. Head 2 Head Program) to offer opportunity for talent & coaches to sample what HP programs look and behave like to demonstrate system leadership.
- From time to time identify and investigate novel ways to gain sponsorship and financial support for the program in line with Swimming Australia and Griffith University partnership guidelines.
- Work closely with the head coach to align on team goals and strategies
- Collaborate with PS team to ensure athlete wellness is consistently being achieved. Moreover, assure a connected and engaged PS team approach to programming
- At all times lead a welcoming, open and inviting Performance program culture for athletes & coaches to migrate toward
- Champion the culture, standards and performance behaviours associated with world leading performance programs and Swimming Australia Dolphins Values and Behaviours.
- Always support the head coach mission and vision in public. While challenge will be expected, and conflict is part of the performance journey such platforms will be in private.
- Proactively engage in professional growth challenges as part of development under the guidance of the Head Coach in collaboration with SA Coach development team
- Add to the programme IQ technically, tactically & psychologically
- Develop an area of expertise that over the Olympic Quad can be recognised by peers in a bid to expand the capability of the SA High performance unit and contributing to SA LA performance goals
- Create credibility, consistency and competency as part of the daily routine for staff & athletes

## **General**

- Partner with and work effectively and collaboratively across SA and QAS to achieve organisational goals, targets and objectives.
- Provide regular updates to the National Head Coach, as required.
- Proactively plan, manage, coordinate, track and run assigned tasks.
- Attend and participate in meetings and attend events as required.
- Uphold and foster a culture of high performance, excellence and continuous improvement within SA.
- Conduct thorough self-checking of information and documentation.
- Maintaining project files and keeping documentation in order.
- Undertake other reasonable tasks as delegated by the National Head Coach.
- Perform general office duties as required.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Implement, participate and promote SA Safe Sport Framework, values, policies, processes and procedures.
- Ensure compliance with relevant legislation and University policies and

procedures, including equity and health & safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).