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| Position Title: | National Manager - Professional Development and Wellbeing Program | | |
| Reports To: | General Manager – Member Programs | | |
| Roles Reporting To This: | Transition Manager, 13 Player Development Managers (PDMs) | | |
| Salary Range | TBD | | |
| Start Date | Immediate | Location | Melbourne |
| Primary Objectives: | <ul style="list-style-type: none"> ◆ Manage the ACA Professional Development and Wellbeing Program under the pillars of: Wellbeing and Health Services, Education and Training, Career Development, and Career Transition ◆ Improve, monitor, track and report on performance and outcomes of professional development and wellbeing initiatives for current and transitioning players ◆ Communicate and promote ACA Professional Development and Wellbeing Program | | |
| Knowledge/Experience | | | |
| Technical Competencies | | Personal Competencies | |
| <p>Mandatory</p> <ul style="list-style-type: none"> ◆ Experience in communicating effectively to diverse groups of stakeholders ◆ Outstanding oral communication ◆ Experience effectively managing staff ◆ Strong presentation skills ◆ Budget management skills ◆ Ability to travel interstate and overseas at short notice ◆ Experience working in, or in depth understanding of, elite sporting environment ◆ Tertiary qualification in Psychology, Counselling, Career Development, Allied Health, Coaching or equivalent field <p>Highly Desirable</p> <ul style="list-style-type: none"> ◆ Experience with research and evaluation ◆ Proven negotiation and advocacy skills | | <ul style="list-style-type: none"> ◆ Highly developed communication skills –verbal and written ◆ High level of enthusiasm and motivation ◆ Strong organisational skills, including time management and priority setting ◆ Committed to service excellence ◆ Ability to identify and resolve issues ◆ Flexible - some weekends ◆ Ability to work to tight deadlines ◆ Ability to keep sensitive information confidential ◆ A genuine desire to assist elite athletes ◆ Alignment to ACA values of excellence, trust and champion team | |
| Key Relationships/Interactions | | | |
| <p>Building relationships with the following groups, with a particular focus on current and transitioning players</p> <ul style="list-style-type: none"> ◆ Cricket Australia – work with the CA High Performance team to deliver the Professional Development Program including regular reporting on program outcomes ◆ Program Service Providers – sourcing and management of relationships with, and provision of direction to, all service providers ◆ State Associations – ensure State Associations are involved in and informed of the program’s activities and progress (via the State High Performance Managers) ◆ ACA Members – ongoing identification of members’ needs and demands, communication of the program’s offerings and driving of ongoing participation in the program ◆ ACA General Manager – Cricket Operations & Player Relations – Informing and supporting delivery of key membership services. ◆ ACA General Manager – Marketing & Communications – Informing and supporting key communications to promote member engagement in the program ◆ ACA Staff | | | |

Key Challenges

The key challenges of this role are:

- ◆ Management of Professional Development and Wellbeing program and identification of opportunities to improve program
- ◆ Identification and management of cricket operation issues impacting members
- ◆ Management of a workforce located across the country

Key Accountabilities

| Key Result Areas | Major Activities |
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| Management of the Professional Development Program (55% of total role effort) | <ul style="list-style-type: none">▪ Deliver ACA Professional Development and Wellbeing Program within the National Framework Strategy▪ Manage MOU funding, reporting and annual budgets▪ Drive and manage the Career Development, Wellbeing and Health Services, and Education and Training initiatives for members▪ Manage the performance and work of PDM's▪ Influence the recruitment and induction of any new PDM's▪ Support the PDM's to ensure;<ul style="list-style-type: none">○ completion of individualised Player Development Plans for every current player member○ completion of reporting templates○ development of Literacy, Numeracy, Financial and Personality profiling of every newly contracted player○ service level expectations for PDM consultations▪ Track player completion levels for external education▪ Organise and deliver PDP Player Development Manager Conference▪ Drive delivery of the Induction/Rookie Camp in conjunction with CA▪ Oversee delivery of the Education and Training Grants▪ Oversee delivery of the Beyond the Boundary work placement program▪ Oversee delivery of annual skin checks, bone density and vision testing to all players▪ Where required, communicate and escalate individual member health and wellbeing concerns to relevant parties for assistance |
| Management and continuous improvement of existing relationships with key stakeholders (25% of total role effort) | <ul style="list-style-type: none">▪ Management and continuous improvement of existing relationships with key stakeholders including<ul style="list-style-type: none">○ ACA Management○ Service Providers○ CA○ State Associations○ Players▪ Lead communication strategies for the program, working with internal and external resources to promote program offerings and industry engagement |
| Development and management of career transition programs (10% of total role effort) | <ul style="list-style-type: none">▪ Align strategy for transitioning players with the current player strategy and framework▪ Manage the Transition Manager which will include:<ul style="list-style-type: none">○ Enhancing current career and education transition services for male and female players○ Development of a best practice programs in elite sport○ Drive the development and implementation player partner support programs (national & state teams)○ Management of visitation period for Australian player partners○ Building effective relationships with key external stakeholders○ Drive and support the delivery of key ACA events with transitioning players |

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| | <ul style="list-style-type: none"> ○ Manage the 100% completion of induction/ information program for 'underage/youth representatives' ○ Manage 100% completion of induction/ core programs for Rookies and Contracted players ○ Ensure that formal exit process is completed for 100% of delisted/ retired players |
| Identify opportunities to improve the program structure and services offered (5% of total effort) | <ul style="list-style-type: none"> ● Identification and management of emerging issues that require a National approach/response ● Identification and development of new initiatives to improve the program structure and services offered ● Deliver PDP strategic plan (including promotion of the program) ● Work with CA Education Manager to identify and define opportunities to improve Professional Development and Wellbeing Governance Committee or player development programs ● Work with Service Providers and State Associations to understand member and provider perspective on program and participation limitations ● Develop and present recommendations for consideration ● Deliver key research initiatives for the PDP program as required |
| Professional Development and Wellbeing Committee (5% of total role effort) | <ul style="list-style-type: none"> ● Organise and facilitate meetings of Professional Development and Wellbeing Governance Committee (three times per year) ● Develop effective relationships with each Player Development Committee members ● Attend Player Development Committee ● Support Player Development Committee goals and intent by providing detail on player development programs and associated performance outcomes |
| General | <ul style="list-style-type: none"> ● Contribution to ACA culture ● Alignment with ACA values ● Commitment to professional development |

To apply for this position please email a CV and cover letter to csmith@auscricket.com.au by Wednesday 16th May 2018.