

Commonwealth Team Manager

Position Description



Reports to:	RLSSA National Manager – Lifesaving Development
Consults with:	Team Management (<i>Open/Youth as relevant</i>) Coaching Team Commonwealth National Coach / Development Coach Sports Science & Sports Medicine (SSSM) Support Team Team Members (<i>Parents/carers for Youth Team</i>)
Direct Reports:	Commonwealth Assistant Team Manager
Purpose:	To efficiently and effectively manage Australian Life Saving Team Commonwealth tour in the lead up to and for the duration of the tour, including team support, communications, logistics, overall team operations and post event administration.

Team Manager Key Responsibilities

- Work with the Commonwealth National Coach, Commonwealth Development Coach and National Manager – Lifesaving Development to deliver the tour objectives
- To work with the RLSSA National Manager – Lifesaving Development to coordinate and deliver tour logistics, schedules and operational tasks as required
- Responsible for comprehensive and time appropriate team communications
- Work with the Commonwealth Coaching Team and National Manager – Lifesaving Development to facilitate a tour team values discussion which will then be adopted and embraced for the tour
- Lead the wider management team in ensuring that the Australian Life Saving Team adopts a high-performance mentality to all aspects of the tour
- Work with the Leadership Team to facilitate culture and values discussions with the team to establish team values for the tour, encompassing team captain voting
- Consistently maintain and embody a high standard of integrity and respectful behaviour to all team members
- Travel with the team to and from events as required
- Adhere to and implement organisational and team codes of conduct and policies as outlined in the Team Agreement
- Report any breaches of organisational, team codes of conduct and policy during camps / training / competition through the RLSSA complaints reporting process
- Always ensure the wellbeing of all the team members remains the top priority
- Assess and manage risk in all team associated activities as outlined in the Risk Management Plan. The Team Manager may also be invited to contribute to the Risk Management Plan as required



- Attend Team Manager briefings and meetings as required
- Maintain a consistent and high level of communication with key stakeholders, including but not limited to athletes, parents/carers, event organisers, key officials, and SLSA and RLSSA staff
- Appropriate management of official team protests in competition
- Manage finances of the team within the dedicated budget whilst on tour
- Manage day-to-day team logistics and operations on tour
- Assist in anti-doping testing if called upon by the CMO or RLSSA National Manager – Lifesaving Development (tour dependent) to ensure that all athletes are supported through the testing process.
- Facilitate appropriate fundraising activities and/or assist competitors with their own fundraising

Succession planning

- Work with the RLSSA National Manager – Lifesaving Development to develop strategies for succession planning for future Team Managers
- Identify and mentor up and coming Team Managers for future Australian Life Saving Team tours

Requirements / Qualifications/ Experience (Selection Criteria)

- Experience managing high performance / elite teams during international competition
- Expertise and experience in International Lifesaving Sport competition
- Knowledge and understanding of the ILS competition manual, but not limited to event specific circulars, handbooks and updates
- Knowledge and understanding of the Commonwealth competition handbook and updates
- Exceptional interpersonal communication skills
- Experience working with high performance athletes, coaches and managers
- Demonstrated rapport with the athletes
- Demonstrated leadership skills
- Have a high level of emotional intelligence
- Demonstrated ability to think logically and pragmatically for the benefit of the Team
- Able to manage time / project manage
- Motivated and results driven
- Team orientated and contributes to the creation of a positive team culture and identity
- Highly passionate about the success of the Australian Life Saving Team
- Possess a current driver's licence



Team Manager Administration Requirements

- Complete all required team administration/documentation on time
- Follow up to ensure that team documentation is completed on time
- Submit accurate and timely post camp / tour event reports, within one month following the activity to be reported on against measures outlined in the campaign plan
- Contribute to a post event / tour debrief with the ALT as an investment into continuous learning
- The successful applicant is required to undergo probity checks which include Reference checks and a Working with Children Check before commencement. Appointment is subject to clearance of these checks.

All reports, data and plans created for the Australian Life Saving Team remain the intellectual property of the ALT.