

# Commonwealth Assistant Team Manager

## Position Description



Reports to:	Team Manager
Consults with (Internal):	RLSSA National Manager – Lifesaving Development Team Management Team Coaches Sports Science & Sports Medicine (SSSM) Support Team
Purpose:	To efficiently and effectively manage members of the Australian Life Saving Team for the duration of the tour, including team support, communications logistics and overall team operations.

### Assistant Team Manager Key Responsibilities

- To support the Team Manager to deliver the tour objectives
- To support the Team Manager as required in coordinating and delivering upon tour logistics, schedules and operational tasks as required
- To assist the Team Manager in creating and distributing comprehensive and time appropriate team communications
- Re-enforce and uphold the Team values
- Support the wider management team in ensuring that the Australian Life Saving Team adopts a high-performance mentality to all aspects of the tour
- Consistently maintain and embody a high standard of integrity and respectful behaviour to all team members
- 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 to the Team Manager or through the RLSSA complaints process
- Always ensure the wellbeing of all the team members remains the top priority
- Assess and manage risk in all team associated activities
- Travel with team to events and camps as required
- Attend Team Manager briefings in the Team Managers absence if required
- Support the Team Manager to maintain a consistent and high level of communication with key stakeholders, including but not limited to athletes, parents/carers, event organisers, key officials, and SLSSA and RLSSA staff
- Support the Team Manager with lodging official team protests in competition as required
- Support the Team Manager efforts to deliver the tour within the dedicated budget



- Assist the Team Manager with all day-to-day team logistics and operations on tour
- Contribute to the post camp and post event reports, including a submission of tour results within one month following the activity
- Facilitate appropriate fundraising activities and/or assist competitors with their own fundraising

#### **Desirable Attributes/ Qualifications/ Experience (Selection Criteria)**

- Experience managing high performance / teams during national / international competition
- Knowledge in International Lifesaving Sport competition
- Knowledge and understanding of the ILS competition manual, but not limited to event specific circulars, handbooks and updates
- Exceptional interpersonal communication skills
- Experience working with high performing athletes
- 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 and follow assigned tasks whilst having own initiative
- 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 license

#### **Assistant Team Manager Requirements**

- Complete all required Team administration/documentation on time
- Follow up with the team to ensure team documentation is completed on time
- Assist the Team Manager as required to create 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
- Works with RLSSA National Manager – Lifesaving Development to review post event surveys to enhance learnings and delivery for future tours
- 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 all these checks.

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