



Australian Government
Australian Sports Commission

**AUSTRALIAN SPORTS COMMISSION
JOB DESCRIPTION**

Job Title:	Head Coach	Job Number:	214
Sports Officer Grade:	4	Location:	Melbourne
Division:	Australian Institute of Sport		
Section:	AIS Sports Programs		
Program:	Golf		
Reports to:	AIS Director through AIS Assistant Director & GSM		
Date of Effect:	April 2007		

The AIS Golf Program is a camps-based program for up to 22 athletes. The program is a partnership between the AIS and Golf Australia (GA) focussed on elite amateur and rookie professional golfers. It is aimed at providing a coordinated program to assist athletes to compete successfully in international amateur competition and to develop and prepare them for careers as professional golfers, with a view to them eventually ranking in the world top 100.

Primary Job Purpose

In conjunction with the Golf Australia Director National Elite Development (GA DNED), ensure that the AIS Golf program incorporates coaching direction, intensive high quality training and competition opportunities for AIS scholarship athletes with the overall aim of ensuring the consistent international success of Australian amateur teams and, in the longer term, of Australian professional players.

Job Responsibilities

Manage the daily operations of the program, including:

- In conjunction with the GA DNED design and manage a national and international competition program for selected elite scholarship holders and establish an annual calendar of AIS and national team camps and tours.
- Plan, manage and coordinate servicing to the program including clinical and sport sciences, athlete career and education, and other service providers.
- Work closely with home coaches to ensure athletes have access to high quality coaching.
- Manage athlete and coach adherence to AIS, GA and Professional Golfers Association of Australia (PGA) policies and procedures, ensuring that any progress/issues of the program are accurately reported to AIS management, and policy information is disseminated to all stakeholders.
- Coordinate administrative and logistical aspects of national and international travel for the program.
- Organise internal and external meetings and functions as required.
- Promote and publicise the AIS program as opportunities and circumstances arise and in accordance with ASC Corporate Communications requirements.
- Regularly liaise with key GA and PGA staff to ensure effective communication between program partners.
- Plan and evaluate athlete performance ensuring that the accountability and reporting requirements of the AIS and GA are met.
- Ensure all AIS athlete scholarship requirements are met, including athlete inductions, scholarship agreements, athlete/coach agreements, athlete database, program website and Australian Sports Anti-Doping Authority (ASADA) education.
- Manage day-to-day operation of the AIS office and coordinate the development and maintenance of processes and procedures that ensure effective and efficient office administration and compliance with ASC administration and records requirements.

Decision making:

- Planning, reporting and evaluation of the AIS Golf program under the AIS Performance Enhancement Framework.
- Decisions regarding the logistics of national and international tours.

People Management:

- Supervision of AIS Administrator
- Supervision of casual employees (athletes), event staff and volunteers as required.
- Working closely and cooperatively with athletes' home coaches.

Budget management responsibility:

- Management and acquittal of the AIS Golf operational and capital budgets
- Exercise financial delegation within approved guidelines.

Selection Criteria

Qualifications and Experience

- Level 3 AAA NCAS (PGA) coach accreditation or equivalent
- Tertiary qualifications in sports coaching (or a related field) or relevant experience.
- Demonstrated success in coaching elite golfers at the national and international level.
- Demonstrated experience in planning, organising and implementing a comprehensive high performance coaching program for elite athletes.

Knowledge and Skills

- Understanding of the standards and demands on athletes and coaches within international Golf.
- Understanding and knowledge of international golf developments, rules and trends.
- In-depth understanding and application of the principles of coaching, sports science, medicine and technology within a high performance program.
- Sound financial and administration skills.
- Well developed communication and interpersonal skills including demonstrated success in managing individual differences, group dynamics and conflict resolution.

Personal Attributes

- A strong work ethic and demonstrated high level of organisational ability including effective time management.
- Demonstrated ability to act as a role model for coaches and athletes, including ability to exercise sound judgement, observe confidentiality and use discretion and initiative.
- Acceptance of irregular and long working hours, and a capacity to travel domestically and overseas for extended periods.