

## Position Description

<b>Job title:</b>	<b>Elite Athlete Program Manager</b>
<b>Reporting to:</b>	<b>Student Services Manager</b>
<b>Department:</b>	<b>Student Services</b>
<b>Location:</b>	<b>St Lucia</b>
<b>Direct Reports:</b>	<b>Elite Athlete Program Officer</b>

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### Purpose of the Position

The Elite Athlete Program Manager is responsible for the development and delivery of the university sporting scholarship and elite athlete program; and associated student-athlete support services for the University of Queensland (UQ) through UQ Sport.

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### Key Responsibilities

- Leading, developing and supporting an organisational culture of positivity, accountability and success aligned with organisational values.
- Managing the delivery of the elite athlete program, sporting scholarship program, elite-athlete support services, competition subsidy and/or other funding initiatives in line with budget.
- Providing advocacy and support for eligible UQ elite student-athletes to support their academic and sporting ambitions in line with policy guidelines and procedures.
- Managing wellbeing support and services provided by the EAP to eligible student athletes.
- Providing advice to UQ regarding elite-athlete status of current and prospective students in line with policy guidelines and procedures.
- Providing advice and operational support to the Student Services Manager, UQ Sporting Scholarship Committees, Office of Games Engagement and associated stakeholders.
- Engagement and relationships management of key internal and external stakeholders (i.e.. UQ Professional and Academic Staff, SSO/NSO's, etc).
- Managing the suite of elite athlete programs and services to ensure they are innovative, meet industry best practice standards and are responsive to the market.
- Leadership, management and development of direct reports, and any external activity providers to ensure the delivery of programs meet industry best practice standards and customer expectations.
- Promoting the UQ elite athlete program and associated support services to the wider secondary, tertiary, and sporting sectors.
- Maintain a positive profile for UQ Sport in the wider University community.

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### Essential Qualifications

- Tertiary studies in a sport / education / psychology / business related area, or accredited study in athlete wellbeing
- Mental Health First Aid Certificate
- First Aid & CPR

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## Essential Experience and Skills

- Minimum of 2 years' experience in a similar role.
- Demonstrated knowledge of University Sport, including funding programs and Elite Athlete Education Network (EAEN) guiding principles.
- Demonstrated knowledge of athlete development pathways.
- Demonstrated experience in a high performance sport environment.
- Demonstrated ability to lead and supervise staff and/or external providers.
- Demonstrated personal initiative and ability to work autonomously.
- Proven high level of both written and verbal communication skills.
- Demonstrated ability to deliver workshops to athletes or similar groups.
- Proven planning and organisational skills.
- Demonstrated high level of attention to detail.
- Demonstrated commitment to customer service excellence.

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## Essential Behavioural Competencies

- Passion for continuous learning and professional development
- Ability to develop meaningful relationships with internal and external stakeholders
- Demonstrated ability to create positive experience with customers, clients and colleagues
- Support, listen to, encourage, and collaborate with colleagues
- Consistent drive to take ownership of the position, plan and organise to deliver on promises
- Be a respectful and reliable team member
- Align behaviour with the UQ Sport values and guiding principles
- Communicate well with, and motivate your team
- Encourage team participation and performance
- Ability to professionally develop your team and provide avenues for advancement
- Initiative to identify problems and provide effective solutions
- Champion innovation, embrace feedback and strive to implement positive changes for continuous improvement
- Drive company vision, mission and business strategy within your discipline

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## Essential Health and Safety Responsibilities

- Visibly leading, modelling and communicating expected health and safety behaviours
- Communicating and consulting with workers on health and safety issues impacting the workplace
- Ensuring all workers are suitably licenced, trained and competent which also includes participating in meetings, training and other health and safety instructions
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Complying with obligations under *Work Health and Safety Act 2011*