



JOB DESCRIPTION

High Performance Director

1.0 DESCRIPTION

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| 1.1 | ORGANIZATION: | Canadian Amateur Rowing Association
(Rowing Canada Aviron) |
| 1.2 | TITLE: | High Performance Director |
| 1.3 | JOB CATEGORY: | Full Time Professional (Employee) |
| 1.4 | SUPERVISOR: | Chief Executive Officer |

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

The High Performance Director (HPD) will work with Rowing Canada Aviron's (RCA) Leadership, to further RCA's vision, and develop a strategy for Canadian rowing to achieve sustainable success at World and Olympic/Paralympic level.

Working with the highest ethical standards, and demonstrating outstanding people management and interpersonal skills, the HPD will be responsible for inspiring our staff, practitioners, athletes, and coaches, and to elevate our programs to foster a strong, healthy, and inclusive culture, in the pursuit of excellence. They will model and ensure others live by the High Performance (HP) program values of Respect, Trust, Accountability, Fun and Excellence. RCA is committed to Safe Sport, The Office of the Sport Integrity Commissioner (OSIC) and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and the HPD will have a significant role in upholding this pillar of the organization.

Working with HP Leadership, the HPD is responsible for leading and executing the vision for RCA's HP Strategy, and for the overall leadership of all National Training Centre and National Team programs, camps, and competitions. Working alongside the NextGen Program Lead, the HPD monitors and supports the sound execution, delivery and accountability of the organization's athlete and coach development and talent identification programs that are producing Canada's next generation of coaches and athletes. The HPD is also responsible for directing and overseeing the HP leadership team and modelling respectful conduct and appropriate behavior in all areas of RCA's HP programs.

This position requires extensive domestic and international travel.

The HPD may represent RCA in dealings with Sport Canada, Own the Podium, the Coaching Association of Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee, World Rowing, and other agencies with respect to high performance activities and programs.

2.2 SPECIFIC DUTIES AND KEY ACCOUNTABILITIES

A. Leadership, Development, Planning, Management and Evaluation

- Lead the development and oversee the implementation of the strategic long term high performance plan that ensures the sustained success of our sport and teams at the Olympic and Paralympic level.
- Lead the process of developing, reviewing, and updating a rolling quadrennial High Performance Plan and annual operational plan for the national network and teams to ensure sustainable success is attained.
- Provide, manage, and maintain a world class, values driven, athlete centered, high performance culture and daily training environment for athletes, coaches and staff, within the national team programs.
- Establish a National High Performance Calendar (including competitions) across all programs.
- Ensure the High Performance Plan is created and implemented in line with budget allocations provided by the CEO and approved by RCA funders and the RCA Board.
- Develop clear and fair team selection policies and professional program standards across all programs, ensure communication of and consistent adherence to these policies, and ensure appropriate feedback is provided to athletes on an ongoing basis.
- Ensure the direction and pathway planning for talent identification and U23, Junior and Para-Rowing development occurs in line with the agreed technical direction and established program parameters.

B. National Coach Selection, Supervision and Development

- Select, orient, and develop a strong team of National Coaches ensuring clear direction and expectations with respect to the preparation and implementation of training programs and in the instruction of rowing technique and racing strategy
- Working with the RCA Head Coach, managing the process to ensure that qualified coaches are in place for crews at World Championships, Olympics, Paralympics, Pan Am Games, and other targeted international competitions;
- Lead in the development and implementation of selection procedures that meet the needs of the racing program, including the final prioritizing of crews;
- Lead the RCA technical staff through year end program debriefs and planning sessions for all RCA high performance programs;
- Liaising with coaches and technical experts from other countries to keep aware of current trends in rigging, training, technique, etc. and ensuring that such information is communicated with other coaches in Canada;

- Provide ongoing performance feedback to HP Leadership, both informally and formally ; Identify and oversee the implementation of on-going professional development for all HP staff and coaches, and monitor and manage the ongoing succession plans for the RCA national team program.

C. National High Performance Training Centre

Working with the HP Leadership and the CEO,

- Articulate a strong vision for and participate in the development of an appropriate world class training centre environment for the National Team program that meets the long term needs of coaches and athletes and contributes to the goal of sustainable international success.
- Collaborate effectively with property managers and facility owners, national team coaches and HP staff to develop and implement annual national training centre operation plans, and establish and maintain appropriate budget requirements and monitoring.

D. Medical and Sport Science

Working with the Chief Medical Officer, Sports Medicine and Sports Science Leads,

- Ensure effective leadership and overall management of medical and sport science programming targeted for national team support.
- Establish an athlete performance centered, collaborative approach between National Team Coaches and HP program staff to implement and manage an effective and timely sport medicine and sport science support program that is proactive, athlete-centered and leading edge.
- Ensure that priorities for rowing specific research are established and implemented.

E. Stakeholder Management

- Manage relationships, programs and processes with RCA's High Performance Partners including OTP, COC, CPC, CSI's, PISE, Provincial Rowing Associations, CIS, Canadian Universities, World Rowing, international partners, and other key stakeholders;
- Recruit, select and manage the network of coaches and other staff in collaboration with the above listed organizations;
- Develop the capacity of our system by ensuring that we are maximizing the resources that reside within our national and international network;
- Seek additional funding sources to all for the further development of our high performance programs.
- Participate as a member of all committees of RCA that are related to specific job requirements;
- Keep all appropriate individuals and committees informed as required through normal reporting and communication channels;
- Ensure that overall RCA marketing strategies are well supported by national team athletes and program coaches as per regulations;
- Be available for public relations or promotional appearances as required;
- Provide reports as requested by the CEO and the RCA Board on activities planned and completed;

- Assist in the development and evaluation of activities relating to the Strategic Plan, including the provision of an annual Evaluation Report.

3.0 LEVEL OF AUTHORITY

3.1 DEGREES OF SUPERVISION

The HPD will consult regularly with the CEO. The individual will work closely with RCA and HP Leadership and all coaches and committees but will be responsible to and evaluated by the CEO. The HPD has responsibilities for daily management of other RCA high performance staff.

3.2 POWER OF DECISION

The HPD will be responsible and have authority for the High Performance Program, including the National Team Program and identified management areas in accordance with the policies, programs, and budget in force. Beyond these limits, she/he is required to have decisions approved by the CEO.

4.0 EMPLOYMENT STATUS

The High Performance Director position is a permanent employee position. The HPD is part of the management staff of RCA with responsibility for other full time employees in the area of high performance program management.

5.0 QUALIFICATIONS

Education

- Bachelor's degree, ideally with a specialty in Sport Management, Business Administration, or a related degree; or equivalent combination of education and experience.
- An advanced degree in Sport Management or a related management field would be considered an asset.

Experience

- Minimum seven (7) years of progressively responsible management experience, including the management of people, preferably within the sport system at the provincial, national, and international levels, with a minimum three (3) years of experience at a senior management level.
- Extensive experience in and knowledge of sport at a domestic and international level including direct experience of High Performance Sport.
- Management experience in finance and human resources
- Experience and knowledge of the sport of rowing, and rowing in Canada, would be an asset

Safety and Wellness

- Successful completion of a Screening Application and Disclosure Form, Criminal Record Check (EPIC), Vulnerable Sector Check and Drivers Abstract in accordance with Rowing Canada Aviron screening policy.
- **Successful completion of the Coaching Association of Canada (CAC) Safe Sport Module**

Knowledge and Skills

- Knowledge of the Canadian sport system
- Strong consultative, facilitation and decision-making skills
- Strong interpersonal skills
- Ability to plan, design, implement and manage programs
- Demonstrates passion and enthusiasm, and can motivate, lead, and empower others to achieve goals.
- Strong people management skills with experience leading, coaching, and mentoring staff.
- Ability to prepare and manage budgets, analyze financial records, and prepare reports.
- Strong business writing, presentation, and verbal communication skills in English and preferably also in French.